

EASTERN ONTARIO DISTRICT SOCCER ASSOCIATION

1660 Bearbrook Road, Gloucester, ON K1B 1C4
Phone: (613) 233-6561 Fax (613) 317-1844
Email: admin@eodsa.ca Website: www.eodsa.ca



REGISTRATION HANDBOOK

*Everything you wanted to know about registration, permits
and applications to travel etc...*

Table of Contents

INTRODUCTION	3
1. REGISTRATION POLICIES	3
2. REGISTRATION PROCEDURES	7
3. DE-REGISTRATION	7
4. PERMITS	8
5. PLAYER TRANSFERS	9
6. APPLICATIONS TO TRAVEL	11
7. EXHIBITION GAMES, TOURNAMENTS AND FESTIVALS	12
8. REINSTATEMENT AS AN AMATEUR PLAYER	12
9. DEADLINES	12
10. GUIDELINES ON THE KEEPING OF RECORDS	13
11. INSURANCE	13
12. MISCELLANEOUS	15
13. INDEX OF FORMS/MANUALS (available but not included)	15

INTRODUCTION

This Handbook is to serve as a quick guide for the most common areas you are responsible for as a Club administrator. It does not provide full details of the procedures. For items not covered and for further details in certain areas, please consult the below resources:

- a) EODSA website: <http://www.eodsa.ca>
- b) Ontario Soccer Published Rules are available on the Ontario Soccer website: <https://www.ontariosoccer.net/governing-documents>

If you require further assistance, please contact the EODSA office.

Please note; most forms referred to in the text (they are underlined) can be accessed on the EODSA website under the “Forms” tab on the Home Page.

1. REGISTRATION POLICIES

- 1.1 Each Club must elect/appoint a Club Registrar. The Club Registrar will be the ONLY contact with the District Registrar for the purpose of registering all Administrators, Coaches and Players from his/her club.
- 1.2 Failure to appoint a Club Registrar will result in the failure of the Club's Registration being processed. The Club Registrar will have access to Ontario Soccer's Registration Database. Please contact the District Office for more information regarding the Registration Database and process.
- 1.3 Every person involved in any soccer activity must register with ONTARIO SOCCER through the Eastern Ontario District Soccer Association (E.O.D.S.A.). This includes Administrators and Coaches as well as Competitive and Recreational Players (including Club League Players). Please note that Administrators include Club Board Members, Team Officials (excluding coaches) and all club and team personnel. This applies to the indoor season as well as the outdoor season. Everyone must be registered **before** they participate in any soccer activity in order for ONTARIO SOCCER insurance to be effective.

A Player is registered only after his/her Indoor/Outdoor registration has been processed by the ONTARIO SOCCER database and has been assigned an “Effective Date of Registration”. The effective date of registration for is the day the registration data is entered in the ONTARIO SOCCER computerized database system. In addition, players and team officials shall be issued an “ONTARIO SOCCER Identification Card”. This ID Card is required at every game.

The only exceptions are:

- a) Local League (House league) games, if the Club has waived the requirement.
- b) Grassroots (U9-U12) Development League games.
- c) Grassroots Festival games if Festival has waived the requirement.

Please note that the player is considered to be registered but not eligible to play unless he/she is able to present a valid ID Card when requested.

Until a registration has been approved in the ONTARIO SOCCER Registration database, the Registrant is not eligible to play in any sanctioned soccer game.

- 1.4 Failure to register can be subject to discipline action.
- 1.5 All clubs are responsible for registering their Club Officials, Team Officials, and Player in the ONTARIO SOCCER Registration Database and must complete a registration Form and Ontario Soccer Waiver: [Ontario Soccer Registration Form \(word\)](#)
[Ontario Soccer Participant's Agreement - Under 18](#)
[Ontario Soccer Registration Waiver - 18 +](#)
[Ontario Soccer Team Official Registration Waiver 18 +](#)
- 1.6 All Club and Team Officials must complete the [Ontario Soccer Registration Form \(word\)](#) or a Club Administrator Registration Form provided that the District Association has approved the form.
- 1.7 All Players must complete an [Ontario Soccer Registration Form \(word\)](#) that complies with the ONTARIO SOCCER “Minimum Requirements for a Player Registration Form” and has been approved by the District Association.
- 1.8 All Coaches must complete an ONTARIO SOCCER [Ontario Soccer Registration Form \(word\)](#) or a Club Coach Registration Form provided that the District Association has approved the form.

Please note that according to ONTARIO SOCCER Published Rules all teams must be assigned a Coach.

Coach Certification Requirements 2020

Full details can be found in Section 11 – Coaches: Procedure 3.0 Coach Certification Requirements

A) Under-13 and Older Teams (including Senior Teams)

Each coach registered with her/his Club and assigned by that Club as the Team Head Coach or as an Assistant Coach to a team playing in one of the following leagues or cup competitions:

- i. Provincial, Regional and District Competitive League (Outdoor, Indoor or Futsal)
- ii. Ontario Cup Competition - Outdoor, Indoor or Futsal

is required to have completed:

- i. Respect in Sport certification;
- ii. Making Head Way in Soccer
- iii. Soccer for Life (and/or higher licensing)
- iv. Make Ethical Decisions - In-class session only.

B) OPDL Teams

Each coach registered with his/her organization and assigned by that organization as the Team Head Coach or as an Assistant Coach to an OPDL team is required to have certification in accordance with OPDL Rules.

C) Under-9, 10, 11 or 12 Squads

Each coach registered with her/his Club and assigned by that Club as the Team Head Coach or as an Assistant Coach to a youth team playing in one of the following youth leagues or cup competitions:

Youth District Development League (Outdoor, Indoor or Futsal) is required to have completed:

- i. Respect in Sport certification; and
- ii. Making Head Way in Soccer
- iii. Learning to Train Course
- iv. Making Ethical Decisions Course

D) Under 7-U9 squads are Fundamentals & Under 6 and younger is Active Start

Each coach registered with her/his Club and assigned by that Club as the Team Head Coach or as an Assistant Coach to an Under-8 squad playing in an Under-8 District Festival (Outdoor, Indoor or Futsal) is required to have completed:

- i. Respect in Sport certification
- ii. Making Head Way in Soccer Course
- iii. FUNdamental Course
- iv. Making Ethical Decisions Course

E) Under 5 and below Squads

Each coach registered with her/his Club and assigned by that Club as the team Head Coach or as an Assistant Coach to a Grassroots squad playing in one of the following Grassroots leagues: Grassroots District Development League (Outdoor, Indoor or Futsal) is required to have completed:

- i. Respect in Sport Certification; and
- ii. Making Head Way in Soccer
- iii. Active Start Course; and
- v. Making Ethical Decisions Course

F) The same requirements apply to a Club Head Coach serving as a Team Official for a team in any of the above leagues.

G) A person may only be designated as the Team Head Coach for a maximum of two outdoor teams at any one time.

If a coach is not qualified at the ONTARIO SOCCER Community Coaching level or higher, or a coach has not been assigned to a competitive team the team Roster will not be approved.

For certification information please consult the Ontario Soccer website.

<https://www.ontariosoccer.net/coach-courses-required>

- 1.9 A Club can use either the ONTARIO SOCCER Registration Forms or can design and use its own Registration Forms. The District Association must approve these forms. In order for a form to be accepted it **must** comply with the ONTARIO SOCCER minimum requirements for a registration form.

Please note that the wording on the Club form must be the same as that on the Ontario Soccer form. This is for insurance and legal purposes.

- 1.10 After their annual membership application is approved, Clubs will be invoiced, each season for their advance payment(s) based on a percentage of the previous seasons invoice. A final reconciliation will be based on the actual number of players registered in the ONTARIO SOCCER Player Registration Database and the current [Player Registration Fees](#).

- 1.11 Credit will not be extended to any Club, Team or Player at any time. Failure to pay by the above mentioned method or at the time of registration will delay the registration procedure.
- 1.12 Player Registration forms, must be completed fully and submitted to the Club. Failure to complete a Form fully will result in the application being returned, delaying registration. Please also note that is a disciplinable offence to enter false information on the form.

For new Registrants, an ONTARIO SOCCER Registrant number will be assigned automatically by the database.

- 1.13 Teams should be registered in their correct **Player Age Classification**. If the team is playing up to a higher division the team can be assigned to the higher division.
- 1.14 All new applicants for registration, must show the Club Registrar proof of birthday, i.e. a copy of **one** of the following:
- a) birth certificate or baptismal certificate or;
 - b) driver's license or;
 - c) other photo ID card or;
 - d) passport.
- 1.15 For a team to be considered to be registered for an upcoming season it must have registered its minimum number of players (see table below) prior to the start of that season.
- 1.16 The number of players, which a Club can register on its teams, is subject to the following minimum and maximum number of players.

Age Group	Team Classification	Team Season	Maximum Limit	Minimum Limit
U9 and U10	Grassroots Outdoor 7v7	Outdoor, Indoor	12 Players Game Day Max	
U11 and U12	Grassroots Outdoor 9v9	Outdoor, Indoor	16 Players Game Day Max	
U13 – U18	Youth Outdoor Competitive	Outdoor	20 Players	11 Players
U13 – U18	Youth Outdoor Recreational	Outdoor	25 Players	11 Players
U13 – U18	Youth Indoor 7v7	Indoor	18 Players	7 Players
U13 – U18	Youth Indoor 11v11	Indoor	20 Players	11 Players
U13 – U18	Youth Futsal	Indoor	18 Players	5 Players
U19+	Senior Outdoor Competitive Senior Outdoor Recreational (11-a-Side)	Outdoor	25 Players	11 Players
U19+	Senior Outdoor Recreational (5-a-Side)	Outdoor	25 Players	5 Players
U19+	Senior Indoor 7v7	Indoor	25 Players	7 Players
U19+	Senior Indoor 11v11	Indoor	25 Players	11 Players
U19+	Senior Futsal	Indoor	25 Players	5 Players

- 1.17 Any team wishing to register additional players beyond the upper limit must first release a player(s) in order to comply with the limit. (See 3.1 De-registration)
- 1.18 A Player must be registered in the ONTARIO SOCCER registration database prior to taking part in any League, Exhibition game, Tournament or Cup competition.

2. REGISTRATION PROCEDURES

2.1 REGISTERING A REGISTRANT USING THE ONTARIO SOCCER ASSOCIATION REGISTRATION DATABASE

- 2.1.1 In order to register its Administrators, Coaches, Players and Teams into the registration system, a Club will use either;
- a) the ONTARIO SOCCER forms – obtained from the EODSA office or website **or**;
 - b) their Club forms – after approval by the District; **or** ;
 - c) their on-line registration option.
- 2.1.2 The club Registrar will then enter the registration data directly into the Ontario Soccer Registration database. Sports Engine's OSCAR is the registration system for Outdoor 2020. Each Club must have a Club Registrar with Club access to the registration system.
- 2.1.3 The program assigns a "Registration Date" and an "Effective Date".
- 2.1.4 At this point the player is registered but not eligible to play in those competitions that require Identification (ONTARIO SOCCER Player Registration Books or ID Cards).

2.2 For those Teams requiring Player ID Cards

- 2.2.1 The Club will follow one of the following 2 processes;
- a) submit a file with the players' photographs saved under their ONTARIO SOCCER registrant number, accompanied with registration information (Contact EODSA office for details on this process) and/or
 - b) have the player (s) use the Online Website to create their ID Card. The ID Card can be picked up at the office or mailed to the player.
- 2.2.2 If the Club Registrar submits a file to produce ID Cards for their Club, the Club registrar will be contacted once the District Association has produced the ID Cards. The Club Registrar can come by the office for pickup of the ID Cards.

3. DE-REGISTRATION/DELETING REGISTRATIONS

- 3.1 A player's registration is automatically de-registered on 31st of December for the outdoor season and on 31st of May for the indoor season.
- 3.2 Players who have been registered can be de-registered at any time during the season using the ["Player De-Registration form"](#). Please note that the Player must sign the de-registration form. The fully completed form must be submitted to the District Association for processing.
- 3.3 There is no fee for this service and no refund in whole or in part, will be given either in cash or by credit (e.g. registering another player in his/her place).

- 3.4 A player's registration can only be deleted from the database if the player had not played at all during the season. That means not even part of one game.
- 3.5 In order for the players registration or team assignment to be deleted correctly the club registrar must submit a written request to the District Office.

4. PERMITS

- 4.1 See [E.O.D.S.A. Fee Chart](#) regarding fees for Permits and Player Transfers.
- 4.2 Ontario Soccer Procedure 21.0 – Playing for a team to which a player is not registered; outlines all the details about playing with another team but below is a quick summary.
- 4.3 **PLAYING UP PERMIT WITHIN THE SAME CLUB**
 - 4.3.1 ONTARIO SOCCER Published Rules state that a player may play up to a higher level Club Team than and within the same Club as, the Club Team which he/she has been assigned and registered to. The player does not require a Temporary Eligibility Permit. Officials should check the League and Tournament regulations for a player playing up to a higher-level team within their own club. If there are no specific regulations then the ONTARIO SOCCER regulations take effect.
- 4.4 **PLAYING UP FROM CLUB TO CLUB**
 - 4.4.1 Any **Registered Player** is eligible to obtain a [Temporary Eligibility Permit](#), (T.E.P.) which shall entitle the Player to play for a Club Team of a Club other than the one which he/she is registered subject to ONTARIO SOCCER Competitions Procedure 22.0.
 - 4.4.2 A Club representative (usually the Club Registrar) and then the District will authorize the T.E.P. **The form is invalid without the EODSA Registrar's signature.**
 - 4.4.3 The appropriate fee must be submitted.
 - 4.4.4 This enables a player to play one league game or one tournament per form.
 - 4.4.5 A player may apply for a total of **three T.E.P.'s** during each season.
 - 4.4.6 The T.E.P. is not valid for Cup Games.
 - 4.4.7 In all cases that a player is using a Temporary Eligibility Permit the player must possess a valid Player ID Card. Failure to present a valid Player ID Card shall render the player ineligible to play in that game.
- 4.5 **Unregistered player using a Short Term Registration Permit**
 - 4.5.1 A "[Short Term Registration Permit](#)" is to be used by players who are **not** registered with ONTARIO SOCCER, any other Provincial Association affiliated to Canada Soccer (C.S.A.) or another country. A Short Term Registration Permit is a temporary registration with the ONTARIO SOCCER.
 - 4.5.2 The player and Club must sign the permit before the District Registrar can authorize it. **The permit is invalid without the EODSA Registrar's signature.**

- 4.5.3 The appropriate permit fee plus the ID Card fee must be submitted.
- 4.5.4 This enables an unregistered Player to play **three games** for the Registered Team within a thirty (30) day period or all games in any one tournament.
- 4.5.5 A Player may obtain two Short Term Registration Permits during one season for non-tournament use. There is no limit to the number of times a player may be listed on the "SHORT TERM REGISTRATION PERMIT" during one playing season for tournament use.
- 4.5.6 A Player **cannot** use a Short Term Registration Permit more than once to play for the same club and they cannot overlap.
- 4.5.7 In all cases that a player is using a Short Term Registration Permit the player must obtain and have valid Player ID Card. Failure to present a valid Player ID Card shall render the player ineligible to play in that game.
- 4.5.8 The "SHORT TERM REGISTRATION PERMIT" shall be obtained from the District Association in which the tournament is being played.

5. PLAYER TRANSFERS – There is no ONTARIO SOCCER transfer deadline. However, each League or Cup may have a Team Roster Freeze deadline. Check with the appropriate League or Cup.

5.1 TRANSFER WITHIN THE SAME CLUB

5.1.1 Complete an ONTARIO SOCCER [Player Transfer Form](#) (P.T.F.)

5.1.2 This is authorized by;

- a) the Club Registrar; **and**
- b) the District Office. **The form is invalid without the EODSA Registrar's signature.**

5.1.3 The appropriate fee for the P.T.F will be invoiced to the Club.

5.1.4 This enables a player to transfer to a different team within the same club.

5.2 TRANSFERING FROM ONE CLUB TO ANOTHER

5.2.1 Complete an ONTARIO SOCCER [Player Transfer Form](#) (P.T.F)

5.2.2 This is authorized by;

- a) the releasing team's Club Registrar; **and**,
- b) the receiving team's Club Registrar; **and**,
- c) the District Registrar. **The form is invalid without the EODSA Registrar's signature.**

5.2.3 The appropriate fee for the P.T.F will be invoiced to the requesting Club.

5.2.4 This enables a Player to transfer to a team in a club other than that in which he/she was originally registered.

5.2.5 A Player is entitled to;

- a) Two transfers during the current season within the jurisdiction of a District Association. However, a player once transferred cannot be transferred back to the team for which he/she was originally registered until a period of thirty days has elapsed.
- b) One transfer within the jurisdiction of .ONTARIO SOCCER

5.3 INTER-PROVINCIAL TRANSFERS (IPT)

- 5.3.1 Players who most recently registered outside Ontario who wish to transfer to a Club within the jurisdiction of the EODSA for either indoor or the outdoor season must apply for an Inter-Provincial transfer. Complete the [Inter-Provincial Transfer](#) form and submitting it to EODSA.
- 5.3.2 Any player who was last registered in Quebec **must also** obtain a written release from the Federation de Soccer du Quebec (F.S. Q.). [Player Release from Quebec](#) must be approved by the previous Club in Quebec, Quebec Region and F.S.Q.
- 5.3.3 The appropriate fee will be billed to the Club.
- 5.3.4 Players must not be registered in the ONTARIO SOCCER database until they have received official notification that the release has been approved.

5.4 INTERNATIONAL TRANSFERS (ITC)

- 5.4.1 Any player who is 10 years of age or older and who was last registered in another country will be required to complete an [International Transfer](#) prior to being eligible to play in Canada. <http://www.ontariosoccer.net/clubs-districts/registration/international-transfers>
Contact the EODSA office for more information on this process.
 - 5.4.2 International Transfers are only permitted for players from 10 years of age to 17 years of age if the player's family is relocating to the new country or if they live within 50kms of the Canadian border and the Club is within 50kms of the US border.
 - 5.4.3 The appropriate fee will be billed to the Club.
 - 5.4.4 If a player **who was previously registered in another country** registers in Canada without an International Transfer, that player still requires an International Transfer no matter how many years he/she has lived in/registered in/played in Canada.
 - 5.4.5 Players from the United States wanting to transfer **must** fill out an [U.S. Soccer Federation Application for International Clearance](#) and submit an additional fee payable to the U.S. Soccer Federation.
- 5.5 Full Transfer Details can be Found in Section 5 – Registration - Procedure 12.0 Player Transfers**

6. APPLICATIONS TO TRAVEL (ATF) (Travel Permits)

6.1 For approval to travel to;

- a) an exhibition game outside the jurisdiction of the EODSA
- b) a tournament outside the jurisdiction of the EODSA
- c) a tournament outside Canada and the U.S.A.

Visit the ONTARIO SOCCER Competition and Travel website at <http://ctms.ontariosoccer.net/>

6.2 The forms will be completed through the online system.
Please follow the below procedure;

- a) The Team Official creates an account on the website.
- b) The Team Official completes the applicable On-Line Form and clicks submit;
- c) The Team Official sends an e-mail to the Club notifying the Club that they have posted an ATF online and that it is waiting for Club approval; The Applicant includes proof the exhibition game or tournament is sanctioned;
- d) The Club approves online and sends an e-mail to the District indicating that they approve the ATF.
- e) If the ATF is for an out of Province tournament or exhibition game, the Club submits proof that the tournament or exhibition game has been approved by the governing body.
- f) The District will approve the application and the team official can access it in the system.
- g) Please contact the EODSA office for further information regarding travel outside North America.

6.3 Please note that the applications should be submitted with the following time lines in mind;

- a) Seven (7) days prior to the team traveling to another District within the Province;
- b) Fifteen (15) days before the team travels to another Province or the U.S.A.;
- c) Sixty (60) days before the team travels to another Country.

6.4 Verification that the Parent Organization of the Club hosting the tournament has sanctioned the tournament **must** accompany all applications for events outside Ontario.

6.5 A team **must** be registered before an Application to Travel Form will be approved.

6.6 A team that is classified as a recreation team can only enter tournaments where recreational team are accepted. They can, however register as a competitive team for tournament purposes only. The team must also pay the additional registration fee.

6.7 An Application to Travel Form (A.T.F.) is not required for travel to any games in the Ontario Cup Competition or League games.

6.8 For fees relating to Applications to Travel (A.T.F.) see the [EODSA Fee Chart](#)

6.9 ONTARIO SOCCER additional travel insurance is available to travel outside of Canada. Please [visit the ONTARIO SOCCER Insurance provider website](#) for information.

7. EXHIBITION GAMES, TOURNAMENTS AND FESTIVALS

Review the EODSA website for information regarding exhibition games:

<http://eodsa.ca/DisplayPage.aspx?PageID=122>

Review the EODSA website for information regarding hosting Tournaments and Festivals:

<http://eodsa.ca/DisplayPage.aspx?PageID=125>

8. REINSTATEMENT AS AN AMATEUR PLAYER

- 8.1 Any player who was previously registered as a professional player must complete a [Reinstatement as an Amateur Form](#) and pay the appropriate fee in order to be able to register as an amateur player.

9. DEADLINES

- 9.1 March 15 ONTARIO SOCCER Published Rules – Regional League must register its divisions. ERS� Regional Divisions only.
- 9.2 April 15 ONTARIO SOCCER Published Rules – A minimum of 11 players must be registered on each team playing in the Provincial and Regional Youth Leagues. OYSL, & ERS� divisions only.
- 9.3 May 1 ONTARIO SOCCER Published Rule – District Association must register its District Leagues and District League Divisions.
- 9.4 May 1 ONTARIO SOCCER Published Rules – District Association must register its Multi-Jurisdictional Club Leagues (MJCL) and the Divisions of the MJCL
- 9.5 May 31 EODSA Policy – Clubs must register their Club League Players.
- 9.6 July 31 Leagues can set a deadline for a team roster freeze, after which no additional players can be assigned to a team in that league to play games in that League.
ERSL, OCSL, NCISL all have a team roster freeze.
- 9.7 Sept Clubs cannot request changes to their registration numbers after the EODSA calculates the final numbers. Clubs will be notified of the deadline in advance.

10. GUIDELINES FOR THE KEEPING OF RECORDS

Document Retention Guidelines

Legal and government correspondence 10 years

Cheques, voucher, receipts, accounting records 10 years

Financial statements 10 years

Ledgers and journals 10 years

Log and appointment books 10 years

Spreadsheets and working papers 10 years

Tax reports and records 10 years

Cancelled cheques 10 years

Deposit slips 10 years

Bank Statements 10 years

Sales invoices and receipts 10 years

Purchase orders 10 years

Credit card statements and receipts 10 years

Meeting minutes Life of organization (+2 yrs)

Donation records Life of organization (+2 yrs)

All other documents and correspondence to support business activity, including game related reports such as game sheets and incident reports 10 years from date of event

11. INSURANCE

11.1 ONTARIO SOCCER provides liability and accident insurance to its members. This is arranged by the ONTARIO SOCCER for its Registered Members and the cost is included in the registration fee paid by each member.

<https://www.ontariosoccer.net/clubs-districts-insurance>

11.1.1 Who is 'insured' under the General Liability Policy?

- a) Associations and members registered in good standing with ONTARIO SOCCER, but only while participating in activities sanctioned by ONTARIO SOCCER
- b) Referees, coaches, managers, officials, administrators and volunteer workers.

11.1.2 Members are covered while participating in the following:

- c) ONTARIO SOCCER sanctioned leagues, tournaments, camps, clinics and fundraising events.
- d) Referees while training and development.

11.1.3 Who is 'insured' under the Accident Policy?

- a) Registered players, managers, coaches, executives, officials, volunteers in practice or competition in the sport under the supervision and direction of ONTARIO SOCCER
- b) The above participants are covered during sanctioned activities of ONTARIO SOCCER, such as games, practices, exhibition games, tournaments and other sanctioned activities.

11.2 OBTAINING A CERTIFICATE OF INSURANCE

11.2.1 For a Club to obtain a Certificate of Insurance please follow the directions below:

- a) Complete a [Certificate of Insurance Request \(submit to EODSA\)](#).
- b) Once complete forward to the District Association.
- c) The District Association will verify that the club is in good standing and forward the request onto the insurance company.
- d) The insurance company will email the Club and District Association a copy of the Certificate of Insurance within 24 hours of receiving the request.

11.3 HOW TO FILE AN ACCIDENT CLAIM

11.3.1 In the event that a participant is injured please follow the procedure outlined below. This is to be completed by the injured party and submitted by them not the Club. The Club has one page of the claim to fill out in order to verify that the injured participant was registered in the ONTARIO SOCCER database at the time of the accident.

- a) Complete **ALL** items on the [claim form](#).
- b) Attach the following documents with the claim form.
 - Copies of fully itemized medical bills/receipts. Itemized bills must show patients name, date of service, type of service rendered.
 - Physician/Dentist's Statement indication the diagnosis or nature of the condition being treated and the providers name and address.
 - Copies of the explanation of the benefits received for any and all other insurance carrier(s) to which this claim has been made or denied by the first payer(s).
- c) Send the Completed and **Signed** claimed form and all the required documents to the insurance company.
- d) Please remember to retain a copy for your records.

11.4 For any further insurance information please visit the website: <https://www.hubinternational.com/en-ca/programs-associations/ontario-soccer/>

12. MISCELLANEOUS

- 12.1 **Clubs** must register all of their **competitive teams** and assign those teams to the appropriate League and division in that league before they can assign players to those teams.
- 12.2 **Clubs** must register all **Board Members, Administrators, Coaches, Team Officials and Players** before they participate in that specific soccer activity.
- 12.3 **Clubs** must register all their recreational players and assign them to teams in a **MJCL** before they play.
- 12.4 **Clubs** must register all their recreational players in a **Club League**.
- 12.5 **Clubs** will be invoiced at the end of each season based on the number of players they registered in the ONTARIO SOCCER Registration database. It is the responsibility of the Club to ensure that the records are accurate. The Club will inform the District if they notice any errors or duplications so that they may be corrected prior to the final invoice being completed.
- 12.6 **Sources for Published Rules and Forms**
- a) EODSA website: <http://www.eodsa.ca>
 - b) ONTARIO SOCCER Published Rules are available on the ONTARIO SOCCER website: <https://www.ontariosoccer.net/governing-documents>

12.7 Grassroots Information (U12 and younger)

<https://www.ontariosoccer.net/player-grassroots>

13. INDEX OF FORMS & MANUALS AVAILABLE – IN ALPHABETICAL ORDER

- A - Administrators Registration Form
- B - Age Category Chart
- C - Application For International Clearance Form, USA
- D - Application to Travel Form – to a Tournament outside Canada and US
- E - Club Numbers
- F - Coach Registration Form
- G - De-Registration Form
- H - E.O.D.S.A. Fee Schedule
- I - ID Card Photo Specifications
- J - International Transfer

- K - League Numbers
- L - ONTARIO SOCCER Guidelines on the Keeping of Records
- M - Player Registration Form
- N - Player Transfer Form (P.T.F.)
- O - Reinstatement as an Amateur
- P - Temporary Eligibility Permit (T.E.P.)
- Q - Travel Insurance
- R - Short Term Registration Permit (STRP)