

EASTERN ONTARIO DISTRICT SOCCER ASSOCIATION

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REGISTRATION HANDBOOK

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

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Please note; most forms referred to in the text (they are underlined) can be accessed on the EODSA website under the “Quick 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.
- 1.3 Every person involved in any soccer activity must register with 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 Executive 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 O.S.A. insurance to be effective.

A Player is registered only after his/her Indoor/Outdoor registration has been processed by the Ontario Soccer Association (O.S.A) database and has been assigned an "Effective Date of Registration". The effective date of registration for a player is the day after the registration data is entered in the O.S.A. computerized database system. For everyone else it is the same day that the data is entered in the O.S.A. database. In addition the following player classifications require a valid Player Identification Card (ID Card);

- a) outdoor competitive players,
- b) indoor players,
- c) players participating in a tournament,
- d) senior recreational players;
- e) players playing up to a competitive team, and
- f) recreational league players if the league regulations require Player Identification Cards.

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 processed by the O.S.A. Registration database, that 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 O.S.A. Registration Database. Only in exceptional circumstances will the District Association register club personnel on behalf of a club. Please note that there is a fee associated with this.
- 1.6 All Club and Team Officials must complete the O.S.A. Administrator Registration Form or a Club Administrator Registration Form provided that the District Association has approved the form.

- 1.7 All Players must complete a Player Registration Form that complies with the O.S.A. "Minimum Requirements for a Player Registration Form" and has been approved by the District Association.
- 1.8 All Coaches must complete an O.S.A. Coach Registration Form or a Club Coach Registration Form provided that the District Association has approved the form.

Please note that according to O.S.A. Published Rules all teams must be assigned a Coach. Coaches and Assistant Coaches of competitive teams must have completed the senior level of the Community Coaching Program giving him/her full certification as a Community Coach. **If a coach is not qualified at the O.S.A. Community Coaching level or higher, or a coach has not been assigned to a competitive team the Player ID Cards for that team will not be issued.**

For certification please contact the District Office or consult the EODSA website. www.eodsa.on.ca/coaching

- 1.9 A Club can use either the O.S.A. 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 OSA minimum requirements for a registration form.

Please note that the wording on the Club form must be the same as that on the OSA 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 OSA 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 will delay the registration procedure.
- 1.12 When required Player Registration forms, must be completed fully. Failure to complete a Form fully will result in the application being returned, delaying registration. Please also note that is an offence to enter false information on the form.

For new Registrants an OSA Registrant number will be assigned automatically by the database.

- 1.13 Teams should be registered in their correct age category. 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 provide the Club Registrar with 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. The District office requires **at least** seven (7) working days prior to the beginning of the season to process the applications. In addition please note that **applications will not be processed on the spot and will be dealt with on a first come, first served basis.**
- 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.

Team Classification	Team Season	Maximum Limit	Minimum Limit
Mini Soccer Outdoor	Outdoor	14 Players	7 Players
Mini-Soccer Indoor	Indoor	14 Players	7 Players
Mini-Soccer Futsal	Indoor	14 Players	5 Players
Youth Outdoor Competitive	Outdoor	18 Players	11 Players
Youth Outdoor Recreational	Outdoor	25 Players	11 Players
Youth Indoor	Indoor	18 Players	7 Players
Youth Futsal	Indoor	18 Players	5 Players
Senior Outdoor Competitive Senior Outdoor Recreational (11-a-Side)	Outdoor	25 Players	11 Players
Senior Outdoor Recreational (5-a-Side)	Outdoor	25 Players	5 Players
Senior Indoor	Indoor	25 Players	7 Players
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 one day prior to taking part in any League or Tournament competition.
- 1.19 Applications can be submitted by mail, courier, in person (during regular office hours), or dropped in the “Drop –Off Box” outside of open office hours.
- 1.20 Providing that a club has arranged with the O.S.A. ahead of time players may register and pay online directly with the club via Online Registration.
- 1.21 **ONLINE REGISTRATION**
- 1.21.1 If your club doesn’t have online registration and is interested please contact ITSportsnet sales department.

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 a Club which has downloaded that appropriate software will use either;
- a) the O.S.A. forms – obtained from the EODSA office or website **or**;
 - b) their Club forms – after approval by the District; **or** ;
 - c) the on-line registration option.
- 2.1.2 The club Registrar will then enter the registration data directly into the database via the Internet to the O.S.A. server.
- 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 (OSA Player Registration Books or ID Cards).

2.2 For those Teams requiring Player ID Cards

- 2.2.1 The Club will follow the following processes;
- a) submit to the District a disc with the players photos saved under their OSA registrant number, and/or
 - b) have the player(s) come into the EODSA office during office hours, and/or
 - c) arrange for the District Association to take the photos of the players.
- 2.2.1 Once the District Association has produced the ID Cards they will contact the Club Registrar for pick up of the ID Cards.

3. DE-REGISTRATION

- 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 anytime 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).

“Lack of planning on your part does not constitute an emergency on our part”

4. PERMITS

4.1 See E.O.D.S.A. Fee Chart regarding fees for Permits and Player Transfers.

4.2 PLAYING UP PERMIT WITHIN THE SAME CLUB

4.2.1 OSA 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 Registration 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 OSA regulations take effect.

4.3 PLAYING UP FROM CLUB TO CLUB

4.3.1 Any Registered Player is eligible to obtain a Temporary Registration Permit, (T.R.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 policy 15.0

4.3.2 A Club Executive member (usually the Club Registrar) and then the District Registrar will authorize the T.R.P. **The form is invalid without the EODSA Registrar's signature.**

4.3.3 The appropriate fee.

4.3.4 This enables a player to play one league game or one tournament game per form.

4.3.5 A player may apply for a total of three T.R.P.'s during each season.

4.3.6 The T.R.P. is not valid for Cup Games.

4.3.7 In all cases that a player is using a Temporary Registration 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.

4.4 UNREGISTERED PLAYER PLAYING "TRIAL GAMES" FOR A TEAM

4.4.1 A "Trial Permit" is to be used by players who are not registered with the O.S.A. or any other Provincial Association affiliated to the Canadian Soccer Association (C.S.A.). A Trial Permit is a temporary registration with the O.S.A.

4.4.2 The player must sign the permit before the District Registrar can authorize it. **The permit is invalid without the EODSA Registrar's signature.**

4.4.3 The appropriate fee.

4.4.4 This enables an unregistered Player to play two **games** for the Registered Team within a fifteen-day period.

4.4.5 A Player may obtain two Trail Permits during one season.

4.4.6 A Player **cannot** use a Trail Permit more than once for the same club.

- 4.4.7 In all cases that a player is using a Trail 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.

5. PLAYER TRANSFERS – There is no transfer deadline. However, each League may have a Team Roster Freeze.

5.1 TRANSFER WITHIN THE SAME CLUB

- 5.1.1 Complete an O.S.A. Player Transfer Form (P.T.F.)

- 5.1.2 This is authorized by;

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

- 5.1.3 The appropriate fee for the P.T.F. **In addition**, if a player is transferring from a recreational to a competitive team the player or the receiving team must pay the difference between the two registration fees.

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

5.2 TRANSFERRING FROM ONE CLUB TO ANOTHER

- 5.2.1 Complete an O.S.A. 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. **In addition**, if a player is transferring from a recreational to a competitive team the player or the receiving team must pay the difference between the two registration fees.

- 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 as elapsed.
- b) One transfer within the jurisdiction of the O.S.A.

5.3 INTER-PROVINCIAL TRANSFERS

- 5.3.1 Players registered outside Ontario during the previous season but not currently registered may freely register with a Club within the jurisdiction of the EODSA for the current season. The only exception to this is Quebec – see explanation below.
- 5.3.2 Players registered outside Ontario for the current year 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 by submitting in writing clearance from the Secretary of the Provincial Association under which he/she was last registered.
- 5.3.3 Any player who has **ever** registered in Quebec **must** obtain a written release from the Federation Quebecoise de Soccer – Football (F.Q.S.F.).

First they should apply to their District Association (locally this would be A.R.S.O.) to obtain a Temporary Winter Release for the Indoor Season or an Inter-Provincial transfer for a permanent transfer for either the indoor or outdoor season. At the same time their Ontario Club can notify the District Association that the request has been made and the District Association will contact the O.S.A.

- 5.3.4 They must pay the appropriate fee.
- 5.3.5 Player must not be registered in the O.S.A. database until they have received official notification that the release has been approved.

5.4 INTERNATIONAL TRANSFERS

- 5.4.1 Any player who is 12 years of age or older, who is currently residing in Canada and who was last registered in another country will be required to complete an International Transfer prior to being eligible to play in Canada.

This form can be completed online by visiting the O.S.A. website at www.ontariosoccer.ca/forms.htm the forms section.

- 5.4.2 International Transfers are only permitted for players from 12 year of age to 17 years of age if the player's family is relocating to the new country.
- 5.4.3 They must pay the appropriate fee.
- 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 Application for International Clearance Form and submit an additional fee payable to the U.S. Soccer Federation.

6. APPLICATIONS TO TRAVEL

6.1 For approval to travel to

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

Visit the O.S.A. website at www.ontariosoccer.ca/forms.htm the forms section

6.2 The forms are posted on-line and are fill-able. Please follow the following procedure;

- a) The Applicant completes the On-Line Form and clicks submit;
- b) The Application Form with the Applicant's information is returned on-screen;
- c) The Applicant chooses to "Send page by Email" from the Browser File Menu;
- d) The Application form appears on the email with all the information in;
- e) The Applicant attaches proof that the Tournament has been approved. Note that this is only required for tournaments outside Ontario;
- f) The Applicant emails the Application Number to their Club to request processing;
- g) The Club Official pulls up the Application on-line via Administration to review the PENDING Application in the Database and emails/forwards **ONLY** the **ID Number** (TAF#, etc.) to the District Association to request Approval and or change.

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 tournaments 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 cannot enter a competitive tournament with the exception of District level or Inter-District level tournaments. They can, however register as a competitive team for tournament purposed 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.

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

- 6.9 O.S.A. additional travel insurance is available to travel outside of Canada. Please visit the O.S.A. website for information.

7. TEAM PLAYING OUT CRITERIA

- 7.1 For the conditions governing requests from a Club for a team to play out of the District in a higher-level competition refer to the Playing Out Criteria - a separate document.

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.
- 8.2 Any player who was previously registered, as a professional player must complete a Temporary Reinstatement as an Amateur Form and pay the appropriate fee in order to play for the indoor season only.
- 8.3 These forms are on the O.S.A. website; www.ontariosoccer.ca/forms.htm

9. DEADLINES

- 9.1 March 15 O.S.A. Published Rules – Regional League must register its divisions.
- 9.2 April 1 O.S.A. Published Rules – MJDL must register its divisions
- 9.3 April 15 O.S.A. Published Rules – A minimum of 11 players must be registered on each team playing in the Provincial and Regional Youth Leagues.
- 9.4 May 1 O.S.A. Published Rule – District Association must register its District Leagues and District League Divisions.
- 9.5 May 1 O.S.A. Published Rules – District Association must register its Multi-Jurisdictional Club Leagues (MJCL) and the Divisions of the MJCL
- 9.6 May 31 EODSA Policy – Clubs must register their Club League Players.
- 9.7 June 30 EODSA Policy – Club League players must be assigned to teams.
- 9.8 Leagues can set a deadline for a team roster freeze, after which no additional players can be assigned to a team in that league.

10. O.S.A. POLICY ON THE KEEPING OF RECORDS

- 10.1 Based on two lawsuits, the O.S.A.'s Insurer's lawyer is advising that O.S.A. that all documents should be filed and retained for a period of **six years**. Since a person can launch a lawsuit up to six years after an incident it is vital that certain documents be stored for a six-year period. This includes;
- a) Player registration forms (saved by the organization which data enters registrations into the database).
 - b) Coach registration forms (as above),
 - c) Administration registration forms (as above)
 - d) Referee administrator forms (saved by the OSA)
 - e) Special incident reports * (saved by the League and in the case of a Club League, by the Club)
 - f) Game official assault report forms (saved by the District Association),
 - g) Any game sheet involving a serious incident or serious injury to a player (saved by the League and in the case of a Club League, by the Club),
 - h) Findings and decision form a discipline hearing, which involved a serious incident or serious injury to a player (saved by the organization conducting the hearing).

* Please note that a referee must always complete a Special Incident Report if there was a serious injury at the game. The Special Incident Report is submitted to the league and league officials review it. Afterwards, it must be retained for the six-year period.

Retaining these records for a period of six years is mandatory. When a plaintiff seeks damages the claim usually involves the Club, the Coach, the opposing Club, the opposing Player, the League, the Referee, the District Association and the Ontario Soccer Association. In order to properly defend all of these individuals and organizations, the above documents prove to be very valuable in establishing the facts surrounding the incident.

For those Clubs and Leagues that currently do not have records dating back this is not a retroactive policy.

11. INSURANCE

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

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

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

11.1.2 Members are covered while participating in the following:

- c) O.S.A. 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 the O.S.A.
- b) The above participants are covered during sanctioned activities of the O.S.A., 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 Form.
- 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 O.S.A. database at the time of the accident.

- a) Complete **ALL** items on the claim form.
- b) Attach the following documents on 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
<http://www.hkmb.com/industry/sportsent/OSA.asp>

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 **Administrators, Coaches, and Players** before they participate in any 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 and assign them to team 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 O.S.A. database. It is the responsibility of the Club to ensure that the records are accurate. The District Association will inform the Club if they notice any errors or duplications so that the Club may correct these prior to the final invoice being mailed.
- 12.6 **OSA Residency Rule;** As there have been several questions regarding this rule recently it was deemed important to include it in the Handbook. The OSA Published Rule Section 6 Policy 12.10 rule reads:

Each Club shall register on each of its youth level teams and on each of its mini-soccer teams no less than nine players whose legal residence, on the date of registration with the OSA, is within the District with which the Club is affiliated. In the event that the legal residence of the player changes to another District after the date on which the player registered with the OSA, the player will still be considered a resident in the Club's District for the purposes of this rule. In the event that the number of players who reside in the District becomes less than nine, the team must immediately register another player resident in the District prior to participating in any sanctioned game.

12.7 **Under Age Players:**

OSA Published Rules Registration Policy 12.12 states:

A Club shall register no more than three players who are in the Under-10 or younger age classifications on any Under-11 or older team except for an Under-11 team or an Under-12 team which is registered as a mini-soccer team.

EODSA Policy RFD 03-39 States:

All teams up to and including U12, playing outside their own club league, are required to play in the natural age division.

12.8 **Sources for Published Rules and Forms**

- a) EODSA website: www.eodsa.on.ca
- b) OSA Published Rules are available on the OSA website: www.soccer.on.ca

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

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