



HOW TO GUIDE

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CLUB REGISTRAR INFORMATION

Any Club registering players for League play or for Training purposes must complete the following:

1. Read and understand [Ontario Soccer's Return to Play Guide \(the plan\) – Protocols and Recommendations document](#).
2. All affiliated Clubs/Academies/Leagues must prepare their own Return to Play Plans for use within their membership. Use of Ontario Soccer's Return to Play Guide (see below) is required and needs to be reviewed for updates.
3. All affiliated Clubs/Academies/Leagues must complete [Canada Soccer's Risk Assessment Tool](#) (to be completed by ONE executive of the member). Do not forward or share the online link tool with others. If your club has completed this for any previous season and received a **LOW or MEDIUM** rating; this Risk Assessment is not required again.
4. Canada Soccer/Ontario Soccer will send clubs/leagues/academies an email advising them of their risk level. Ontario Soccer will acknowledge your risk level and advise EMSA as well. Clubs, Leagues and Academies must all complete this. The risk rating must be rated as **LOW or MEDIUM** in order to proceed.
5. Collect documents required from parents/players/coaches (RTP waivers, player registration forms, Rowan's Law forms etc.)
6. Register Players/Staff into OSCAR - EMSA will not approve rosters until we have been advised that your CSA Risk Level is Low or Medium.

PLAYER REGISTRATION

Player Registration Form - Mandatory

(club is to keep form on hand, EMSA does not need a copy, but reserves the right to request a copy)

Form can be hardcopy or electronic should include, but not limited to the following information:

Player Name
Player address
EMAIL Address
DOB
SEOS# (if applicable)
Last Year Played
Last Registered Club *

- * if club is outside of Canada an International Transfer Certificate may be required
- * if club is outside of Ontario and within Canada then a completed Interprovincial transfer form is required

Rowan's Law - Mandatory - Ontario Law

(club is to keep form on hand, EMSA does not need a copy, but reserves the right to request a copy)

1. Effective July 1, 2019, ensure that athletes under 26 years of age, parents of athletes under 18, Coaches, Team Trainers and Team Officials confirm every year that they have reviewed Ontario's Concussion Awareness Resources. The Concussion Awareness Resources can be accessed free of charge at the following [web location](#). A Confirmation Receipt for review of Concussion Awareness Resources must be completed by each registered participant and managed by the community sport organization for athletes under 26 years of age, parents of athletes under 18, Coaches, Team Trainers and Team Officials before participating in their sport. The Confirmation Receipt Form [can be found here](#).
2. Effective July 1, 2019, establish a [CODE OF CONDUCT TEMPLATE](#) that sets out rules of behaviour to support concussion prevention. Each year, Athletes, Coaches and Team Trainers must review and sign off on their applicable Codes of Conduct.
3. Effective July 1, 2020, (new set date is January 1, 2022) establish a [Removal-from-Sport and Return-to-Sport](#) protocol.

Further information and sample templates will be made available [online here](#) when finalized by the Province of Ontario, further information can be located on the Ontario Soccer Website – [Concussion resources](#)

The purpose of Rowan's Law legislation is to promote culture change and make participation in amateur competitive sport safer. There are no enforcement or monitoring provisions in Rowan's Law.

It is up to entities and individuals to ensure that they comply with the laws of Ontario.

If an organization does not comply with the laws of Ontario, then the organization assumes any liability risk associated with non-compliance.

NOTE: can add forms to online registration, this will also ensure club has record of it. If require to do it via paper, then clubs should have it saved electronically with a password or locked up in a cabinet.

FORMS

Forms to be signed **PRIOR** to participating in their sport.

Club to keep a record or a process to confirm signed and information is reviewed.

***Sign = electronic or physical form**

Mandatory

- Registration Form
- COVID 19 Waiver Forms
- Player Waiver Form
- Criminal Record Check – Team Staff
- Offence Declaration Form – Team Staff
- Rowan’s Law – Confirmation Receipt, Relevant Code of Conduct

Highly Recommended

- Club Screening Record List
- Coach Code of Conduct
- Player/Parent Code of Conduct

TEAM NAMING ON OSCAR

If your club will be **TRAINING** only please name the team as follows:

Club Name, Gender, YOB, Training Team

Teams participating in League (when permitted)

If your club will be participating in **LEAGUE** please name the team as follows

- Club Name, Gender, YOB, League, "GROUP #" Team Name if applicable
- Enter NCCP# of each Team official in the comment box by their name in OSCAR

An EMSA approved roster will only be sent to the clubs that have completed the CSA Tool with a low/medium risk and have registered the players in OSCAR.

OSCAR and SESO# duplications

In order to try to stay on top of ongoing issues and concerns that we are encountering with OSCAR, the district is requesting your assistance with these key areas in order to try to ensure registrants do not get more than one SEOS# . Please review [OS BULLETIN I2022-029](#)

- please use the players/parents email address, **NOT** the club’s email address.
- once the registrant receives an email invitation from SportsEngine they **NEED** to accept the invitation and ‘claim’ their account.

-when registering the player, the same email address should be used from season to season, using a different email address will create a new SEOS#
-also advise parents that they SHOULD NOT change the DOB or name of their player to their own DOB or name.

-please be advised that EMSA has been informed that until the #s are set as "permanent" by OSCAR that there are chances that the numbers will fluctuate. In order to address this concern, on our Travel/Tournament Rosters a caveat will be put on the form with a note to the tournament organizer that NAME, DOB, CLUB NAME shall be used as identification. The SEOS # is not to be taken into consideration for 100% accuracy.

NEW FOR 2021 – INCOMPLETE STATUS

SportsEngine has created an ‘incomplete’ status. If there is an ‘incomplete’ status this indicates that the club or the parent/player needs to complete a step.

Option 1 – make sure all teams are fully submitted

Step 1 – click teams

Step 2 – if shows “0 of #” under “Approved Active Athletes”. Could be because when a large sync was done, SE may have timed out and these memberships may have been missed due to the time out.

Step 3 – click on the one of the teams that shows “0 of #” and then click small box beside “Name” in grey box area. Will then click all players in that team automatically

Step 4 – click the “Submit” button top left – this should apply the memberships that was missed when the large sync was done.

Step 5 – then push this through

IF the above doesn’t work then go to Option 2

Option 2 – Check for duplicates

Step 1 Click “Members” far left side

Step 2 – Click “Directory”

Step 3 – enter player’s name

Step 3a - if same email address for player registration, the parents can merge it themselves

PARENT MERGE INSTRUCTIONS

Step 3b – if different email addresses player registration, SportsEngine help desk will have to merge it for club

Step 4 – in the meantime while you complete 3a or 3b you want to roster the player, you want to ensure that you are using the ‘active membership’. Club will want to unroster the current profile and roster the one that has the membership

Step 4a – Click “Competitions” far left bottom

- Click “Rostering”
- Please contact SportsEngine for further instructions at this time

Option 3 – Profile missing DOB or Gender

Step 1 – Reach out to the parent/player to login and input that information

[INSTRUCTIONS ON HOW TO UPDATE PROFILE INFORMATION](#)

NEW FOR OUTDOOR 2022 HOW TO CONVERT GENERIC EMAILS TO UNIQUE EMAIL TO AVOID CREATING DUPLICATE SEOS #

If you are needing some assistance in assisting your clubs with the issue of converting generic emails to unique emails please read the following:

The development and support team of Sports Engine have put together a solution that will work with individual clubs within OSCAR that have used generic emails for their members. The customer support team will implement this directly with clubs that are needing to change over their emails.

Steps to follow:

- Club admin gets the updated emails of the users.
- Club admin will then go into directory and update the correct email in place of the generic email that was put there initially. For the club admin, they would be selecting the profile within the directory, canceling the invite sent to the generic email, and then replacing it with the unique email for that member. Once that has been done, they can import into this data into the governing season, and select yes for the duplicate question. It is recommended that you update all the emails first in the directory, and then complete the import.

Note - The club admin can leverage customer support to help with this process, by using the Need Help > Contact Help button.

Our customer support team will help the admins, but will not do it for them.

- The member is sent out a new invite asking them to claim their account, reminder to the member that this is the email that should be used now to register within Ontario Soccer.
- Club admin can then go ahead and use the import tool within Governing Seasons and there

should not be a duplicate check triggered (unless other information has changed) due to the fact that no duplicate has been created.

This is the best process so that we do not continue to create duplicates in the system, and to retain unique SEOS numbers for each member.

Hopefully this assists your clubs.

EMSA APPROVED ROSTER PROCESS FOR LEAGUE PLAY

*******TEAMS MUST BE REGISTERED IN OSCARA A MINIMUM OF TWO WEEKS PRIOR TO THE START OF THE LEAGUE PLAY*******

- Team Name (Club Name, Gender, YOB, League, Division, Team Name if applicable)
- Register players/staff on OSCAR
- Put **Staff's NNCP# in comment box** by staff's name – clubs to review Coaching qualifications via [COACH TRANSCRIPT](#). **If coach is missing an item** note that in the comment box and the date as to when coach will complete missing course.
- Each Staff should be titled (HC, AC, MGR)
- Submit online for EMSA approval
- Once EMSA has approved online and you are done entering players, please send PDF to admin@emsadistrict.com and support@emsadistrict.com for EMSA approved Roster
- EMSA will review and email back an EMSA approved roster.
- EMSA approved roster (paper copy only) should be available at all games. Required for all leagues

Each time a player is added to a team, EMSA needs to approve the roster.

DEREGISTRATION

Section 5 – Procedure 10

Key Points:

- Player is declared surplus
- Player may not return to his original team until a 30 day period has passed
- Player who has dereg and registers with a club outside of his district, the player can NOT return to his team within the playing season
- Please be aware of league deadlines and rules, can be found on their respective websites under Rules and Regulations.
- Fee \$10 (will be added to club's monthly invoice)

Club to do:

- Deregistration form to be signed by club and player
- Form to be emailed to admin@emsadistrict.com
- Once form approved by district, club can make player ‘**INACTIVE**’ on OSCAR
- Resubmit a new roster to EMSA for a EMSA approval

TRANSFER Section 5- Procedure 12

Key Points:

- Trf between teams within same club
- Trf between organizations within same district - 2 transfers only during current playing season.
 - Once transferred can't be transferred back to the original team until a 30 day period has elapsed
- Between organizations in different districts – 1 transfer within the jurisdiction of OS
 - Club shall have 7 days to sign the transfer form (12.2c)
 - Player who is suspended cannot use till suspension is done
 - Please be aware of league deadlines and rules, can be found on their respective websites under Rules and Regulations.
- Fee \$20 trf from team to team within same club, \$30 from club to club (will be added to club's monthly invoice)

Club to do:

Steps for transfer between teams within the same club

- Transfer form to be signed by club and player
- Form to be emailed to admin@emsadistrict.com
 - PROCESS FOR CLUB: In OSCAR, click “*More*” by players name click “*Transfer player to another team*”
- Once transfer completed by club, email EMSA a roster for each team to resubmit a new roster to EMSA for an EMSA approved Roster

Steps for transfer between teams between two different clubs

- in order to help to avoid creating new SESO# please ensure that the player as accepted their original invitation to SE so that they can CLAIM their account, this should lock in their SEOS#.

- Transfer form to be signed by releasing club and player
- Form to be emailed to admin@emsadistrict.com
- Once approved by district, EMSA will email both clubs

- PROCESS FOR RELEASING CLUB: In OSCAR, click “*More*” by players name click “*Inactive*”
- Once made inactive releasing club to email EMSA to advise & send a new roster of team
- Once player has been made “inactive”, EMSA will email both clubs & the receiving club can **NOW** register the player. PLEASE ensure player as already claimed their original invitation to SportsEngine
- Both clubs to resubmit a new roster to EMSA for an EMSA approved Roster

PLAYER PERMITS

Short Term Registration Permit (STRP)

Section 5.0 Registration – Operational Procedure 8.0 (*currently not updated to match new forms*) **Key Points:**

- Used by players who are NOT registered with OS
- Not to be included in the count of total number of players registered to a team
- Player who was previously reg’d with a club during the current playing season and dereg’d by that club shall NOT be eligible to use a STRP
- Entitles player to play 3 games for a registered team within a 30 day period
- Player may obtain **2 STRP** during one playing season for **non tournament** use. There is **no limit** to the number of times a player may be listed on the STRP during one playing season for **tournament use**. The STRP for each shall not overlap. Each STRP must be with a **different club**
- Cannot be used for minor/adult players outside of Canada/Ontario who require an ITC/ITP to register. It can be used only for trialing the player for training purposes only
- STRP subject to rules of tournament, league games, exhibition games
- Not allowed in WRSL or in cup game
- Fee \$10 (will be added to club’s monthly invoice)

Club to do:

- Club to complete form fully, select appropriate ‘use’ for the form
- Club executive and player sign document
- Club emails completed form to admin@emsadistrict.com
- Request card once club receives notice of approval
- Attached approve STRP form to game sheet

Temporary Eligibility Permit (TEP)

Section 8.0 Registration – Operational Procedure 22.0 (*currently not updated to match new forms*) **Key Points:**

- U13+ players registered with OS for current season
- To play for a registered Club team of a club other than the one with which he/she is registered in a game of any registered league or sanctioned competition
- Player entitled to 3 TEPs for each season (game or tournament) ○ Form is only valid for 1 league game or tournament dated in current season ○ Lateral movement is not permitted ○ Not allowed for grassroots players ○ Not allowed for Cup Competition ○ Must have valid ID Card
- Player who is suspended cannot use till suspension is done
- Please be aware of league deadlines, can be found on their respective websites under Rules and Regulations.
- Fee \$10 (will be added to club's monthly invoice)

Club to do:

- Club to complete form fully, select appropriate 'use' for the form
- Releasing Club executive sign document
- Club emails completed form to admin@emsadistrict.com ○ Releasing club shall provide player card to borrowing club
- Attach approve TEP form to game sheet, if alterations or adjustments to this form is required due to game cancellations, it must be re approved by the District

FAST TRACK (FT) FORMS

Outdoor 2022 Fast Track forms are to be signed by a fully qualified TD, player and parent.

Technical Director Qualifications

Minimum National B Lic Part 1 (or equivalent)
Making Ethical Decisions
Respect in Sport
Making Headway in Soccer
Technical Director Diploma

Please visit <https://www.ontariosoccer.net/technical-director-diploma> for more information.

Technical Director can be listed on League's E2E website as a coach for each team, with a "TD" listed by the person's name. A TD can also be listed on more than one club's team on the League's E2E website.

If your club does not have a qualified person to complete the Fast Track form, please contact EMSA and your club will be provided with a list of fully qualified TDs in our district and your club and that person can make further arrangements

Important notes: - player, parent and TD must sign **original** FT Form and submit to EMSA office

- player can only be assessed to play up one year
- once player has been assessed to play up one year, that player now must stay at the age division, unless it is deemed to be detrimental to that player. That player then must stay at their age group from that day on for that season. If decided at players detriment to be at that age level, then can be brought down but will not be allowed to reinstate the Fast Track from

-only 4 Fast Track (FT) players are to be submitted on any one game sheet and be inputted on the league website, indicating players are FT players

For information on qualifications visit <https://www.ontariosoccer.net/technical-director-diploma>

CHECK LIST FOR FAST TRACK FORMS

- TD access player to play up one year with use of Fast Track forms found online
- Player and Parent to sign original document once completed by TD
- Club executive to bring original fully completed Fast Track Form to EMSA office prior to deadline

PLAYER/COACHES CARDS

******NEW FOR EMDSL PLAYER THAT ARE U8 AND OLDER ARE NOW REQUIRED TO HAVE A PLAYER CARD******

If you are on the Club Executive and don't have access to the card system, please email admin@emsadistrict.com to create an account

Please note that extensive instructions are on EMSA's website under "ID Cards", "Create ID"
Fee: \$5/card

Adults card valid for 5
years Youth cards valid
for 3 year

-UPDATE - please be advised that EMSA has been informed that until the #s are set as "permanent" by OSCAR that there are chances that the numbers will fluctuate. In order to address this concern, on our Travel/Tournament Rosters a caveat will be put on the form with a note to the tournament organizer that NAME, DOB, CLUB NAME shall be used as identification. The SEOS # is not to be taken into consideration for 100% accuracy. Still put the SESO# on the ID cards. EMSA website is currently being updated for Tournament info

OS Procedure changes and Grassroots Standards changes

Operational Procedure can be found at:

<https://www.ontariosoccer.net/governing-documents>

Ontario Soccer Grassroots Standards can be found at:

<https://www.ontariosoccer.net/governing-documents-game-types>

Some key changes

Roster Size

Youth (u13-U18) Outdoor Competitive roster size as gone from 18 to 20 (as per Section 5, 5.8) Game sheet maximum will remain at 18

Grassroots Standards

Ontario Soccer as revised the [grassroots matrices](#)

Coaching qualifications on the new standards has slightly changed. EMSA will be doing a soft phase in for the new requirements for coaches at various levels. See chart below for information:

AGE GROUP	Active Start	Fundamen.	Learn to Train	Soccer Life	Respect in Sport.	Making Head way	MED
U4-U6	x				x	x	x
U7-U9		x			x	x	x
or for U9			x		x	x	x
U10-U12			x		x	x	x
U13+				x	x	x	x
Senior/Adult- REC		n/a	n/a	n/a	n/a	n/a	n/a
Senior/Adult - Comp				x	x	x	x

OPDL to follow OPDL Policy

Respect in Sport has a 5 year expiry

Outdoor 2020 going forward

Youth Leagues (Grassroots/Youth) any Manager listed on the OSCAR Roster will require Making Ethical Decision (MED) in class and Respect in Sport

Technical Director Qualifications

Minimum National B Lic Part 1 (or equivalent)

Making Ethical Decisions

Respect in Sport

Making Headway In Soccer

Technical Director Diploma

Please visit <https://www.ontariosoccer.net/technical-director-diploma> for more information.

Technical Director can be listed on League's E2E website as a coach for each team, with a "TD" listed by the person's name. A TD can also be listed on more than one club's team on the League's E2E website

TRAVEL PERMITS

CTMS WEBSITE

- **Application to Host Exhibition Game (AHEG)**
- **Application to Travel From (ATF)**
- **Festival Hosting Application Form (FAF)**
- **Tournament Hosting Application Form (TAF)**
- **International Transfer Certificate (ITC)**

NOTES: TEAM # is 0000

District requires 2 weeks from when the Club Administrator approves online

APPLICATION TO HOST EXHIBITION GAME (AHEG)

- Team Official to enter information on CTMS – attach EMSA approved OSCAR roster
- Club Administrator to review and approve
- District to review and approve
- In the “Additional Notes” section, you must add information regarding the Match Official. If you are arranging your own MO then you need to provide the name and OS#/SEOS# of the MO. If you would like EMSA to assign the MO, then we need particulars regarding field location, kick off time, playing format (ie. 7v7, 11v11) and duration of game. **If the additional notes section is left blank the permit will be rejected.**
- Must submit EMSA Exhibition Game Sheet within 48 hours to emsatraveltransferinsurance@rogers.com as per OS requirements.

APPLICATION TO TRAVEL FORM (ATF)

- Team Official to enter all information on CTMS - See lists below for documents required based on destination

- if traveling for exhibition games, please type “Exhibition Games’ under Event name and list games. You must include a copy of the Host team’s approved AHEG from their district.
- If grassroots team applying for ATF, we need the EMSA Tournament/Festival Roster filled out with a list of the players who are attending the festival.
- ATF is not required to compete in Ontario Cup
- Club Administrator to review and approve
- District to review and approve

-UPDATE - please be advised that EMSA has been informed that until the #s are set as "permanent" by OSCAR that there are chances that the numbers will fluctuate. In order to address this concern, on our Travel/Tournament Rosters a caveat will be put on the form with a note to the tournament organizer that NAME, DOB, CLUB NAME shall be used as identification. The SEOS # is not to be taken into consideration for 100% accuracy. EMSA website is currently being updated for Tournament info

IT IS THE CLUBS RESPONSIBILITY TO CONFIRM WITH THE TOURNAMENT ORGANIZER THAT THEY WILL ACCEPT THIS. IF NOT, IT IS THE CLUBS RESPONSIBILITY TO ENSURE PLAYER CARD SEOS#S MATCH THE ROSTER.

- Documents to be uploaded on CTMS and are required for **travel to US** ○ Approved Sanction letter from United States Soccer Federation (USSF) (indicates that they have permission to “HOST FOREIGN TEAMS”)
- **NEW** “PROOF OF INSURANCE” – can be policy confirmation of Team Travel Insurance, or excel spreadsheet listing Player/Coaches Name, DOB, and insurance company that covers travel outside of Canada. This may be from parent’s benefit plan from work.
 - Competition Rules ○ If your team is travelling with guest players (from within or outside of the Club), the EMSA Tournament Roster, with a list of **all** players attending, and attaching the permit or roster of any guest players must be attached. If no guest players, then EMSA approved OSCAR roster.

Please NOTE that there are new forms for Tournament Rosters. EMSA website is currently being updated for Tournament info

- Documents to be uploaded on CTMS and are required for **travel outside of Ontario, but within Canada** ○ Permission to Host out of province teams letter from their governing organization
- If your team is travelling with guest players (from within or outside of the Club), the EMSA Tournament Roster, with a list of **all** players attending, and attaching the permit or roster of any guest players must be attached. If no guest players, then EMSA approved OSCAR Roster. Please NOTE that there are new forms for

Tournament Rosters (if applicable). EMSA website is currently being updated for Tournament info

Documents to be uploaded on CTMS and are required for **travel within Ontario** ○ If your team is travelling with guest players (from within or outside of the Club), the EMSA Tournament Roster, with a list of **all** players attending, and attaching the permit or roster of any guest players must be attached. If no guest players, then EMSA approved OSCAR Roster

Please NOTE that there are new forms for Tournament Rosters (if applicable). EMSA website is currently being updated for Tournament info

Team Roster Report * – NEW on CTMS is one specific area where the club will need to UPLOAD the EMSA approved Roster on CTMS. There is a second upload button which can be used for the US travel documents needed (insurance, USSF approval to Host Foreign Teams letter)

FESTIVAL HOSTING APPLICATION FORM (FAF)/TOURNAMENT HOSTING APPLICATION FORM (TAF)

. Please be familiar with the [Ontario Soccer - Section 8.0 - Competitions](#)

2. Apply to host your Tournament/Festival in [CTMS](#)

3. Click on Tournament Application Form (TAF) or Festival Application Form (FAF)

Fill in the information. You will attach required documents to the application with the file upload button. There is also room for comments on your application.

4. Attach the following documents to your application: (forms can be found at www.emsadistrict.com) under Travel

a) Your Tournament/Festival Rules

Your rules must state:

- Players must be registered by their governing body and OS affiliated
- Out of District Teams must have Travel Approval from their District and provide a copy to the tournament host
- Out of Province/Country teams must have proof of Liability & Medical Coverage
- OS discipline rules are followed

b) [EMSA Tournament application and report](#) (this must be typed and submitted with your TAF/FAF)

c) [EMSA Tournament application information](#) (this must be typed and submitted with your TAF/FAF)

****Important Note:** The Discipline Chair identified on your Application Information form **must** have their Level 1 - Discipline and Appeals Certification. If your Club does not have anyone that holds this certification, please contact the District and we can put you in touch with a Member that does have it, who may, for a fee, be willing to serve as the Discipline Chair of your tournament.

Your TAF/FAF must be received by the following deadlines in order to be approved.

International Tournament	90 days
North American Tournament	60 days
Inter Provincial Tournament	60 days
Inter District Tournament/Festival	21 days
District tournament/Festival	21 days

Please note that Inter Provincial, North American and International Tournaments also carry an Ontario Soccer application fee.

Please see Ontario Soccer - Section 8.0- Competitions- Procedure 4.0

For Festivals Please attach the following documents that apply (forms can be found at www.emsadiistrict.com) [U8 Festival Checklist](#)
[U9-U10 Festival Checklist](#)
[U11-U12 Festival Checklist](#)

Once the tournament/festival is approved, the Club will be given a binder with information and forms. Please note there is a \$50 fee to host a tournament or festival and that fee (*along with an Ontario Soccer fee if applicable- see above*) is billed to the club's monthly invoice.

All of the tournament/festival information is to be kept in the binder and **returned to EMSA with the Final Tournament/Festival Report within 30 days of completion of the tournament.**

Discipline Reports are to be submitted within 48 hours of completion of the tournament/festival.

EMSA will accept the Discipline Report by email to emsadis@rogers.com

Failure to tender your Discipline Report or Final Tournament/Festival Report by the abovementioned deadline will result in a fine of \$100.00 and may jeopardize your Club's ability to host future tournaments.

INTERNATIONAL TRANSFER CERTIFICATE

Please be advised that any player, over the age of 10, and has played overseas or the United States must complete the necessary documents from Ontario Soccer and the club is to upload the ITC application on to the Ontario Soccer's Competition and Travel Management System(CTMS).

Once done it is the club's responsibility to email admin@emsadistrict.com to advise EMSA that this has been done so that the district can review, approve and advise Ontario Soccer of the pending ITC for approval.

The player is NOT eligible to play until the club has received an email from the district advising that the player's ITC has been approved.

For more information please visit

<https://www.ontariosoccer.net/club-districts-registration-international-transfers>

Check List for ITC ○ for those players who were last registered outside of Canada (information to be listed on player registration form), club applies for an ITC on the CTMS site

- emails admin@emsadistrict.com to notify them of the ITC
- EMSA reviews/approves and advises Ontario Soccer of district approving ITC ○ Ontario Soccer reviews and brings it forward to their governing body and higher
- Once Ontario Soccer gets confirmation of approval from their governing body they advise EMSA ○ EMSA will then advise the club via email that the player is free to register, this will be the clubs confirmation that they can now register the player

CLUB INSURANCE CERTIFICATE

Key Points:

- Complete document fully – Club Name, Contact Person with valid email address.
 - Third Party Information – place event being held (ie: School board name, City of London etc)
 - Reason for Certificate of Insurance – must be completed and soccer related ○ Email completed form to insurance@emsadistrict.com
- The Certificate will be sent by Email directly to the persons listed on the request form within 2-3 business days.
- Valid from May 1 to May 1 of each year

INVOICING

Player Registration Invoices

Player Registrations are done based on a deposit and reconciliation basis. Meaning a portion of the player registration fees are collected before the season starts and is based on the expected number of players that the club will be registering based on the previous years

registrations. Reconciliation invoice is based on actual number of players registered less deposit received.

Outdoor Player Registration Invoices for OUTDOOR 2022

-1st deposit invoice in March (25%)

-2ND deposit invoice in April. (50%)

Deposit invoices are based on previous full outdoor seasons (IE: outdoor 2019) player registration #s. If your club has a concern about this, please contact admin@emsadistrict.com to discuss further.

-Reconciliation invoices will be done at the end of the Outdoor season

Indoor Player Registration Invoices

Deposit invoices sent to clubs in September prior to upcoming season (IE: Indoor 2020/2021, Invoice sent in Sept. 2020)

Reconciliation invoices sent to clubs in March of season just completed (IE: Indoor 2020/21, Invoice sent in March 2021)

Monthly Invoices

Clubs are billed monthly for any Travel Permits, Player Permits, ID cards or Red Cards.

Payment Methods

Cash, Club cheque or ETRF

SAAS Fees

SAAS fees will be invoiced at the end of the Outdoor season.

CHECK LISTS

CLUB/LEAGUE/ACADEMY REGISTRATION:

- ✓ CANADA SOCCER RISK ASSESSMENT TOOL - Low or Moderate RISK – mandatory
- ✓ UP TO DATE RETURN TO PLAY - mandatory
- ✓ ANNUAL MEMBERSHIP RENEWAL FORM – mandatory(January)

PLAYERS REGISTRATION:

- ✓ PLAYER REGISTRATION FORM/Electronic Version –mandatory
- ✓ COVID 19 Waiver forms/Electronic version - mandatory
- ✓ PLAYER WAIVER FORM/Electronic Version - mandatory
- ✓ ROWAN’S LAW CODE OF CONDUCT –mandatory
- ✓ ROWAN’S LAW CONFIRMATION RECEIPT - mandatory
- ✓ PLAYER CODE OF CONDUCT
- ✓ PARENT CODE OF CONDUCT

Please note clubs must maintain a contact tracing log.

COACHES REGISTRATION

- ✓ ROWAN’S LAW - mandatory
- ✓ OFFENCE DECLARATION FORM - mandatory
- ✓ CRIMINAL RECORD CHECK - mandatory
 - ✓ COACH QUALIFICATIONS CONFIRMED (COACH.CA WITH NCCP#) – mandatory
 - ✓ COACHES REGISTRATION FORM
 - ✓ COACHES CODE OF CONDUCT

REGISTER TEAM ON OSCAR

- ✓ FOLLOW TEAM NAMING GUIDELINES (CLUB NAME, GENDER, YOB, LEAGUE, DIVISION, TEAM NAME IF APPLICABLE)
- ✓ REGISTER PLAYERS (GET FAST TRACK FORMS COMPLETED IF REQUIRED)
- ✓ REGISTER STAFF (PROVIDE STAFF TITLE & ENTER NCCP# IN COMMENT BOX)
- ✓ SUBMIT COMPLETED TEAM ON OSCAR
- ✓ ONCE EMSA APPROVES ONLINE, SEND A PDF OF THE TEAM TO admin@emsadistrict.com FOR AN EMSA APPROVED OSCAR ROSTER

- ✓ REQUEST ANY PLAYER/COACHES CARDS (not required during Outdoor 2021)
- ✓ HAVE EMSA APPROVED OSCAR ROSTER AND PLAYER/COACHES CARDS AT GAMES

CHECK LISTS

TRAVEL PERMITS – CTMS SITE

APPLICATION TO TRAVEL FORM (ATF)

Any travel permits, the district requires at least 2 WEEKS from the time the CLUB ADMINISTRATOR approves it to review and approve.

- ✓ TEAM OFFICIAL TO ENTER INFORMATION ON CTMS (see below table)
- ✓ CLUB ADMINISTRATOR TO REVIEW AND APPROVE (see below table)
- ✓ DISTRICT TO REVIEW AND APPROVE

INFORMATION REQUIRED FOR VARIOUS ATFS

NOTE: - always enter team name as it is on the EMSA Approved OSCAR Roster
 - an ATF is NOT required for Ontario Cup

TYPE	UPLOADS	NOTES
Travel for exhibition game	Copy of host team’s approved AHEG from their district	- type “Exhibition Games” under Event name and list games
Grassroots Travelling	EMSA Tournament/Festival Roster with list of players attending Festival	-enter pool’s name as on EMSA approved OSCAR roster
Travel to United States	- approved sanction letter from USSF must indicate permission to “host foreign teams” - competition rules - proof of insurance either Team Travel Policy or Excel spreadsheet with relevant info - EMSA approved OSCAR roster (if no guest player)	- GUEST PLAYER – if travelling with guest player from within or outside of club attach – permit (out of club) or roster (within club) of guest player. - EMSA Tournament Roster with <u>ALL</u> players attending tournament*

Travel outside of Ontario, but within Canada	<ul style="list-style-type: none"> - Permission to Host out of province teams letter from their governing organization - EMSA approved OSCAR Roster (if no guest player) 	GUEST PLAYER – if travelling with guest player (from within or outside of club) attach permit (out of club) or roster of guest player (if within club)
		- EMSA Tournament Roster with <u>ALL</u> players attending tournament*
Travel Within Ontario	- EMSA approved OSCAR Roster (if no guest player)	GUEST PLAYER – if travelling with guest player (from within or outside of club) attach permit (out of club) or roster of guest player (if within club) - EMSA Tournament Roster with <u>ALL</u> players attending tournament*

*EMSA website is currently being updated for Tournament info

APPLICATION TO HOST EXHIBITION GAME (AHEG)

- ✓ TEAM OFFICIAL TO ENTER INFORMATON ON CTMS
 - Team # is 0000
 - In “Additional Notes” add information regarding Match Official –
 - if providing your own, please submit MO Name, OS#/SEOS#
 - if want EMSA to assign MO, please enter field location, kick off time, playing format (ie: 7v7, 11v11), duration of game
 - IF this section is left blank, the PERMIT WILL BE REJECTED
- ✓ CLUB ADMINISTRATOR TO REVIEW AND APPROVE
- ✓ DISTRICT REVIEWS AND APPROVES

- ✓ CLUB PROVIDE DISTRICT APPROVED AHEG TO OTHER CLUB, IF OUTSIDE OF DISTRICT
- ✓ SUBMIT TEAM SHEET WITHIN 48 HOURS TO competitions@emsadistrict.com

CERTIFICATE OF INSURANCE REQUEST FORM

- ✓ Complete form and email it insurance@emsadistrict.com
- ✓ Insurance is covered from May to May

INTERNATIONAL TRANSFER CERTIFICATE

- ✓ for those players who were last registered outside of Canada (information to be listed on player registration form), club applies for an ITC on the CTMS site
- ✓ emails admin@emsadistrict.com to notify them of the ITC pending on CTMS
EMSA reviews/approves and advises Ontario Soccer of district approving ITC
 - ✓ Ontario Soccer reviews and brings it forward to their governing body and higher
- ✓ Once Ontario Soccer gets confirmation of approval from their governing body they advise EMSA
- ✓ EMSA will then advise the club via email that the player is free to register, this will be the clubs confirmation that they can now register the player