

# **BURLINGTON YOUTH SOCCER CLUB**

## **COMPETITIVE PROGRAMS MANAGER'S MANUAL**



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# 1. INTRODUCTION

Anyone who has been involved in competitive soccer knows it takes a special person to agree to manage a representative soccer team! Thank you for taking on this extremely important role for your team! It can be a very rewarding job when all of the tasks and timelines are well understood and the season progresses smoothly. Over the years, many Managers have discovered, sometimes a little too late and quite often unknowingly, that they have gone against policies and procedures outlined by the BYSC and/or their governing bodies and/or their league policies (e.g. PHDL, GHSL, OYSL, etc.). Some of these errors have resulted in disciplinary hearings and hundreds of dollars in fines to the team.

Knowing that there is a great deal of information that each Manager must learn to complete all of the required tasks, and knowing that the timely organization of these tasks is critical, the BYSC has put together this Manager's Manual to assist all Managers with this role. The manual is designed to provide you with the information you will need to manage the team throughout the indoor and outdoor seasons. Throughout this document, all references to Bayhawks refers to the BYSC's development and competitive teams.

Please note that, due to the changes resulting from the implementation of the Long Term Player Development (LTPD) Model, including the introduction of the Ontario Player Development League (OPDL), ongoing changes are being made to leagues and Clubs which impact the information in this manual. As changes are confirmed by the OS, Managers will be notified by the OS/BYSC. Team Officials of teams affected by the LTPD should also regularly consult the OS website:

<http://www.ontariosoccer.net/ltpd.aspx>

If you have questions at any time during the season, please know that there are staff members who are always ready to help you out (see [BYSC Staff Listing](#)). When in doubt, please ask!

# 2. MANAGER'S ROLE AND RESPONSIBILITIES

The Manager is responsible for overseeing all of the administrative duties with the team; this includes all travel/tournament paperwork, correspondence between team/parents and the Club, budgeting, uniform ordering, sponsorship, fundraising, booking facilities, among other items.

The Manager is not responsible for any on-field issues, coaching, technical direction, or team training in which the team participates. However, Managers should be aware of the Coach's responsibilities.

One Team Official must be present at all league meetings, Bayhawks team meetings, and the BYSC AGM.

It is important that each Team Official understands all of the Club and league rules and policies. The Club constitution and league rules can be found on each respective website.

**\* PLEASE NOTE: Only the Club Registrar will communicate with the leagues. Any questions/concerns from team officials should go through the club directly.**

## Resources:

Canadian Soccer	<ul style="list-style-type: none"><li>• <a href="http://www.canadasoccer.com">www.canadasoccer.com</a></li></ul>
City of Burlington - Field	<ul style="list-style-type: none"><li>• <a href="http://www.burlington.ca/en/modules/news/search.aspx?feedid=33dc">http://www.burlington.ca/en/modules/news/search.aspx?feedid=33dc</a></li></ul>
Ontario Soccer	<ul style="list-style-type: none"><li>• <a href="http://www.ontariosoccer.net">www.ontariosoccer.net</a></li></ul>
OPDL – Ontario Player	<ul style="list-style-type: none"><li>• <a href="http://www.theopdl.com">www.theopdl.com</a></li></ul>
LTPD - Long-term Player	<ul style="list-style-type: none"><li>• <a href="http://www.ontariosoccer.net/ltpd.aspx">www.ontariosoccer.net/ltpd.aspx</a></li></ul>
Ontario Youth Soccer	<ul style="list-style-type: none"><li>• <a href="http://www.oyslsoccer.com">www.oyslsoccer.com</a> / <a href="http://www.oyslsoccer.ca">www.oyslsoccer.ca</a></li></ul>
Ontario Women's Soccer	<ul style="list-style-type: none"><li>• <a href="http://owsl.e2esoccer.com/">http://owsl.e2esoccer.com/</a></li></ul>
Peel Halton Soccer Association	<ul style="list-style-type: none"><li>• <a href="http://www.peelhaltonsoccer.com">www.peelhaltonsoccer.com</a></li></ul>
PHDL – Peel Halton District League	<ul style="list-style-type: none"><li>• <a href="http://www.peelhaltonsoccer.com/en-us/competition/phdl.aspx">http://www.peelhaltonsoccer.com/en-us/competition/phdl.aspx</a></li></ul>
PHDL – Development League (U8-U12)	<ul style="list-style-type: none"><li>• <a href="http://www.peelhaltonsoccer.com/en-us/competition/phdl/developmentu8u12.aspx">http://www.peelhaltonsoccer.com/en-us/competition/phdl/developmentu8u12.aspx</a></li></ul>
PHDL –Youth League (U13-U18)	<ul style="list-style-type: none"><li>• <a href="http://www.peelhaltonsoccer.com/en-us/competition/phdl/phdlyouth.aspx">http://www.peelhaltonsoccer.com/en-us/competition/phdl/phdlyouth.aspx</a></li></ul>
GHSL – Golden	<ul style="list-style-type: none"><li>• <a href="http://www.peelhaltonsoccer.com/en-us/competition/ghsl.aspx">http://www.peelhaltonsoccer.com/en-us/competition/ghsl.aspx</a></li></ul>
OSL – Ontario Soccer	<ul style="list-style-type: none"><li>• <a href="http://www.ontariosl.com/">http://www.ontariosl.com/</a></li></ul>

## 3. GETTING STARTED

### A. ORGANIZING INBOX

Since the computer will be the greatest source of communication between the Manager, the team, the various BYSC staff members, league admin, other Club team officials, etc., it is extremely helpful to have your Inbox set up with multiple sub-folders to organize your emails. Here is an example of various folders you will likely need:

- Inbox for B/GXX (UXX) - Example: B06 (U12)
- Budget (non-Program Fee teams)
- Exhibition Games
- Facility Rentals
- Sponsorship / Fundraisers
- League Correspondence (PHDL, OPDL, OYSL, etc.)
- OS Correspondence
- Team Officials Certifications
- Team Socials
- Meetings
- Tournaments
- Uniforms
- Vacation

**NOTE:** When communicating with BYSC Staff, please always include your team's gender and age group, along with appropriate subject heading, in your email subject

## B. PARENT'S MEETING

At least 2 parent meetings should be held with each team: one in the Indoor season (October-January) and one prior to the start of the Outdoor season (April-May).

The Indoor Parent's Meeting is to be held at the BYSC, with a member of the Technical Staff present, so as to provide the parents (and players U13+) with the information outlined below:

- Introduction of Club Administration and Technical Staff teams will deal directly with
- Introduction of Team Officials with a brief background
- Annual plan (schedule/locations; tournaments)
  - Present the Season Budget (for non-Program fee teams only), including indoor fees and expected outdoor fees (ask parents to bring cheque book to meeting)
- [Player Emergency Information Form](#) should be completed for all players and brought to the meeting.
- Team Contact information should be updated by all parents/coaches on TeamSnap (See section "C. Team Snap" below)
- Inform parents of the Club/team important dates (e.g. BYSC Registration, Trials, etc. (see [Important Dates](#) documents.
- Delegate parent volunteers for various tasks; have a list made up (see [Appendix A](#) for sample list of Parent Volunteer Duties)
- Annual concussion education will be presented

Prior to the meeting a [Meeting Agenda Template](#) (see [Appendix A](#)) must be completed and forwarded to the Player Development Manager. A PowerPoint meeting template must be used at all meetings, and can be obtained by contacting the Competitive Administrator.

The BYSC meeting room can be booked for team meetings free of charge (see [Meeting Room Agreement](#) form in [Appendix A](#)); check schedule availability by contacting the club directly.

## C. TEAM SNAP

Teams are required to use Team Snap through the BYSC, which will be set up for teams prior to the Indoor season.

Team Snap is an online management service and mobile app which will help you to efficiently manage and communicate with your team. The app can be downloaded to any smart phone. Team Snap includes the following features: schedules, roster (contact information), messages (ideal for last-minute schedule/field changes), attendance, payments, field locations, etc. Please refer to the following website for more detailed information: [www.teamsnap.com](http://www.teamsnap.com). Automatic game notifications have been turned off, however if individuals would like to receive these ongoing updates, they can turn them on. Should you have any technical difficulties, these can be directed to [support@teamsnap.com](mailto:support@teamsnap.com).

The following information is to be updated directly into the app:

### I. Team Contact Information

Player's Name, jersey #, parents' names, home phone number, parents' cell phone numbers, parents' email addresses can be updated directly into Team Snap. This is helpful for carpooling and contacting team members quickly.

### II. Vacation List

Throughout the season, request that parents send in their vacation dates as soon as they know when their child will be away. For U8-U14 Tech-Run programs and OPDL teams, vacations are to be taken during the designated Rest & Recovery periods. U15+ non-OPDL teams are to select vacation time at the team's discretion. It is crucial to maintain this vacation list so that the coaches can be properly prepared for practice sessions as well as games when the team is short of players and call-ups are needed. (Please refer to section "[17. Game Day / B. Call-ups](#)" section).

### III. Team Attendance

Attendance to games and practices will be recorded and tracked by the team Manager (or his/her delegate) throughout the season as it can be helpful to have actual attendance data for the coach to include in his/her feedback sessions. Knowing in advance how many players will be at a given practice will also help the coach with planning training sessions. Players' availability can be logged in weeks at a time to simply updating attendance.

## D. IMPORTANT DATES

Managers should be aware of all important dates relating to their team. The following documents can be found in [Appendix A](#)

## 4. TEAM ADMINISTRATIVE MEETINGS

The Club will hold Bayhawks Admin Meetings in the BYSC Meeting Room. The first meeting will take place in the fall after trials, and another one will be held in the winter to provide Coaches and Managers with pertinent administrative information for the season. The Club may hold other Team / Group Meetings for which appropriate notice will be provided. It is mandatory for one Team Official from each team to be present at each of these meetings.

## 5. FACILITY RENTALS (PROCEDURES)

*\*All facility rentals go through Caroline Rowe ([crowe@burlingtonsoccer.com](mailto:crowe@burlingtonsoccer.com)).*

*\*Programs directly run by the Technical Management Team may not book facilities without approval from the Player Development Manager. All of these bookings will be an additional cost unless it was previously built into program budgets.*

*\*REP: a final roster, and a team bank account with a minimum of \$500 must be provided before rentals can be approved.*

*\*Teams can only use BYSC-approved facilities. If BYSC cannot find suitable facilities, teams are required to get BYSC permission for outside facilities that might be available.*

*\*Please also see Facilities tab on BYSC website: [Field/Dome Rental Information](#)*

#### A. DOME RENTALS

- For U13+ Non-Program teams, dome rentals are available on a first come, first serve basis. You can request dome time by contacting [Caroline Rowe](#) or [Gordon King](#). These rentals must be added to the team budget.
- All teams are responsible for the times they have booked. Any time slots not wanted after booking are still the team's responsibility. Teams are encouraged to use TeamSnap as a method of selling unwanted time slots.
- Every team must abide by the Dome rules and regulations; failure to do so may result in the cancellation or suspension of a team's dome time. **Please ensure that you read your rental agreement carefully.**

#### B. GYM TIMES

- All BYSC U13+ Non-Program teams can contact Caroline to book a gym for training after the coach has been approved and put in place with their respective teams.
- All costs will be paid by the team(s) booking the facility.
- All Burlington gyms will be booked through Caroline; any other gyms (e.g. Hamilton) must be approved by the Technical Director prior to booking for insurance purposes.
- The team must adhere to the BYSC and City of Burlington gymnasium rules while participating at the facility.

#### C. ONE TIME RENTALS (Dome/Sherwood B)

- Teams always have the option of renting additional dome time whenever time slots are available
- When Dome 1 is removed at the end of April, the turf (known as "The Pitch") can be rented through Caroline.

#### D. REQUEST FOR CITY FIELD PERMITS (turf or grass)

- All BYSC U13+ Non-Program teams will have the opportunity to obtain practice field permits from May to September
- Teams must request all City field permits through the BYSC (Caroline Rowe)
- Teams may not obtain their own permits directly through the City or buy a permit from someone who has obtained a permit directly; teams will not be insured to practice/play on these fields
- BYSC (Caroline) will contact the City with the field request and email the team manager/coach with the permits once approved, **please make note of any exclusion dates**

- Bring a copy of the permit to the field
- Teams will be invoiced by BYSC and are responsible for all charges
- Please note that grass fields are closed by the City from early October until early May therefore teams are prohibited from practicing/playing on grass fields during that time
- If there are specific days when teams are unable to use the permit, it is the team's responsibility to sell off those times **noting that permits can only be sold to other BYSC teams**. Teams can use TeamSnap to sell off their time slots. Any permits that are not sold will still be charged to the team regardless of use.
- **Please note that the City of Burlington has a 30-day cancellation policy. If teams wish to cancel a permit, any charges that fall within the 30 days will still be charged to the team regardless of use.**
- Teams are welcome to "share" fields (1/2 field) but it is the responsibility of the team that is booking the field to find another team to share with. If a team cannot find another team to share with, they will be responsible for the full charge of the permit.

#### E. FIELD/FACILITY CLOSURE INFORMATION – CITY OF BURLINGTON

- During inclement weather, City facility/field closure information is posted on the City of Burlington's website [www.burlington.ca](http://www.burlington.ca) under the Temporary Sport Field & Facility Closures link: <http://cms.burlington.ca/Page4175.aspx> or you can call 905-335-7736.

#### F. FACILITY CLOSURE INFORMATION – DOMES

- All attempts to operate the Domes in inclement weather will be undertaken. In the event that the Domes have to close, BYSC will call/email all booking contacts as soon as possible. ***Please note that if the facility is open, then your booking is not cancelled and payment will be required regardless of your ability to honour your contract or commitment.***

## 6. FINANCIALS FOR BAYHAWKS TEAMS

### A. BAYHAWKS REGISTRATION FEES

Every Bayhawks Player will pay a registration/program fee specific to the age and designation of the player's team. The registration fees will be determined by the Club each year.

The U8-U14 Development Program, and U13-U16 OPDL Program fees are all inclusive.

The U13+ Rep Registration/Program Fee includes the BYSC registration fee, OS fees, league fees, game day fields, sponsorship fee, uniforms (see section "[11. Uniforms](#)" for details), etc. Team fees for the rep teams should be paid directly by cheque or cash only to the team's manager. No credit cards will be accepted. The manager will bring the team fee as a whole at once to the club. A fee of \$25.00 will be charged for any NSF cheque.



For full program fees, please see the outlines listed below:

PROGRAM	REGISTRATION FEE	FIRST INSTALLMENT DUE
U8 Development Program	\$1,999	\$300 Deposit due 48 hours after acceptance to program
U9-U12 Development Pod 1	\$2,299	\$300 Deposit due 48 hours after acceptance to program
U9-U12 Development Pod 2	\$1,999	\$300 Deposit due 48 hours after acceptance to program
U13-U14 Development Program	\$2,299	\$300 Deposit due 48 hours after acceptance to program
U13+ Rep Program	\$799	\$300 Deposit due 48 hours after acceptance to program
U13-U16 OPDL Program	\$4250	\$300 Deposit due 48 hours after acceptance to program

The Competitive Registration will need to be paid in full prior to the release of uniforms, tracksuits, equipment or approved player ID cards.

If players are added to a team during the season, the player will pay the Competitive Registration to the Club, the amount of which will be determined on an individual basis depending on the date of registration.

#### B. LEAGUE PROCESSING FEES FOR BAYHAWKS TEAMS

The following items will be invoiced directly to teams and should be considered in the team's budget:

FORMS	COST
Application to Travel (outside of Canada & USA)	\$125
Application to Host an Exhibition Game	\$0
Fee for late submission of travel permits or documents	\$500
Player Transfer Form	\$40
Player Release Form	\$5
Trial Permit Form	\$10
Temporary Registration Permit	\$5
Call-up, or replacement for lost Player ID Card	\$10 (+ \$35 for travel to district)
Indoor Player Card Registration (Non-Program U13+ Teams)	\$20
Fines for late submission of cards - seasonal	Set by District

#### C. FINANCIAL GUIDELINES FOR BAYHAWKS TEAMS

The following are financial guidelines and policies which must be adhered to by all Bayhawks teams in the Burlington Youth Soccer Club. These policies have been put in place to clarify past Club practices. Furthermore the following will assist the BYSC in standardizing our Operational Procedure and reduce

the chances of claim against Team and Club Officials. This section is broken down into 2 sections: Program Teams; U13+ Non-Program Teams.

i) Tech-Run Teams

1. There are restrictions on how “sponsor” and “fundraising” funds can be utilized; these funds will only be used in expenditures where they directly benefit the players and the development of soccer. For example you can only purchase or pay for items for the team (meaning players plus Team Officials) such as clothing, training sessions, hotel rooms/meals, social events, tournaments/exhibition games, additional equipment, etc; purchases for parents or non-team members are not permitted.
2. BYSC must be notified of all fundraising activities. Please refer to section “[14. Fundraising Policy](#)” for more details.
3. As the BYSC is a non-profit organization, and all Bayhawks teams are part of the BYSC, teams must plan for a zero balance at the end of the year. All accounts **must** be emptied by November 30, and no funds may be carried over.
4. The BYSC acts as the “Bank” for all teams, and will be involved in the financial operations of all Bayhawk teams. Please refer to the “[7. Banking Procedures](#)” section for details on related policies.

ii) U13+ Non-Tech-Run Program Teams

- 1) Each team will submit to the Club 2 separate budgets:  
**A Season Budget** outlining expected costs for facility rentals, tournaments, the season plan and projected budget; this budget is to be signed by the Head Coach and Manager and submitted to the Club by December 1 with all required signatures (see numbers 2, 3 below)  
**A Final Budget** to be submitted by October 30 with all required signatures and documentation
- 2) Teams will submit to their parents (or players if 18 + years old) a proposed Season Budget for the upcoming season. Prior to submittal to the Club the team will hold a parents / player (if over the age of 18) meeting for all roster players to review the season plan and projected budget. Budget approval must be obtained with signatures from a 2/3-majority of parents (or players if over the age of 18). The budget will be completed on the template provided by the BYSC and submitted to the Club, signed by the Head Coach and Team Manager as well as the parents, denoting team approval has been obtained. Teams should retain a copy of the signed budget for their records.
- 3) There are also restrictions on how “sponsor” and “fundraising” funds can be utilized; these funds will only be used in expenditures where they directly benefit the players and the development of soccer. For example you can only purchase or pay for items for the team (meaning players plus Team Officials) such as clothing, training sessions, hotel rooms/meals, social events, tournaments/exhibition games, additional equipment, etc.; purchases for parents or non- team members are not permitted. However, funds provided directly by parents or donated by sponsors, where a prior agreement has been made, can be utilized to cover other types of expenses.
- 4) Each Bayhawks team will receive an invoice from BYSC before the outdoor season for their Sponsorship and Administration fee (\$800). This fee will be directly paid from the team bank account.

- 5) Each Bayhawks team must have a minimum of \$500.00 in their team bank account until the final budget. This minimum is used to settle any outstanding invoices, disciplinary fines, or Club penalties. If the team, at the end of the season, has no outstanding payments and has submitted their end of the year statement to the Club, then the \$500 will be re-issued to the team. Teams may clear their accounts, less penalties where applicable, after the League has provided the Club with a final statement of team fines
- 6) During the course of the season it is expected that actual revenues and / or expenditures may vary from budgeted cost for a number of reasons. Should the variations be [in excess of 20%](#) of the budgeted figures the team will update the players / parents of these variations and notify the Club. Revisions will be submitted in writing on the BYSC budget template, with approval by a 2/3 majority of the team members. Complete financial information may be disclosed at any time throughout the year at the request of a player/family.
- 7) Under no circumstances will a payment, to player or parent, exceed the amount they have paid to the team or the Club during the current season. Refund payments to team members for previous seasons will not be allowed. Only funds, which are paid to a team by a player or parent, in excess of the competitive registration fee and where “value for money” has not been received, are refundable to parents. “Value” calculation shall be determined by the team officials and approved by the Club.  
**Note:** No cheques will be issued to parents/players until Financial Statements have been received and approved by the Club
- 8) Teams should not intentionally raise, through sponsorship or other means, funds in excess of their budget. We believe it is unethical to raise funds where there is no purpose defined for expending these funds.
- 9) BYSC must be notified of all fundraising activities. Please refer to section “[14. Fundraising Policy](#)” for more details.
- 10) As the BYSC is a non-profit organization and all Bayhawks teams are part of the BYSC, teams should plan for a zero balance at the end of the year. All accounts **must** be cleared out by [November 30](#). We do realize that teams may end the year with excess funds, for a number of reasons. Distribution of any excess balances shall be in accordance with BYSC policies.
- 11) The BYSC acts as the “Bank” for all teams, and will be involved in the financial operations of all Bayhawk teams. Please refer to the “[7. Banking Procedures](#)” section for details on related policies.
- 12) The BYSC generally will not be involved in the financial operations of Bayhawks Non-Tech Run teams and will permit teams to handle individual disputes should they arise. However, should a dispute arise regarding financials where settlement by the team and the individual cannot be reached, these will be handed to the Technical Administrator. Judgments made by the Club will be final and binding to all parties relating to the dispute.

## D. BUDGET TEMPLATE

All Bayhawks U13+ Non-Program teams are required to prepare and maintain a team budget. There are fixed expenses/revenue you must include in your budget (in bold) and variable expenses/revenue you will add along the way (see [Budget Template](#) in [Appendix A](#)):

	TECH RUN PROGRAMS	NON TECH RUN PROGRAMS
UNDER EXPENSES	<ul style="list-style-type: none"><li>• Extra uniforms purchases (i.e. for call-ups)</li><li>• Additional team equipment</li><li>• Additional Field/Facility rentals</li><li>• Referee fees (Exhibition games)</li><li>• Team social events</li></ul>	<ul style="list-style-type: none"><li>• <b>Bank account minimum - \$500</b></li><li>• <b>Sponsorship/Admin Fee- \$800</b></li><li>• Goalkeeper School of Soccer, Elite - recommended</li><li>• Camps/clinics</li><li>• Extra uniforms purchases (i.e. for call-ups)</li><li>• Team equipment (nets, corner flags, balls, pinnies)</li><li>• First Aid kit and supplies</li><li>• Field/Facility rentals</li><li>• Referee fees</li><li>• Tournament fees</li><li>• Team social events</li></ul>
UNDER REVENUE	<ul style="list-style-type: none"><li>• <b>Money raised through sponsorship</b></li><li>• <b>Money raised through fundraising activities</b></li><li>• Cost-sharing fees (i.e. if another team splits cost of exhibition games/facility rentals, etc.)</li></ul>	<ul style="list-style-type: none"><li>• <b>Funds paid to team by parents</b> (i.e. team fees)</li><li>• <b>Money raised through sponsorship</b></li><li>• <b>Money raised through fundraising activities</b></li><li>• Cost-sharing fees (i.e. if another team splits cost of exhibition games/facility rentals, etc.)</li></ul>

## 7. BANKING PROCEDURES

### A. Signing Authority

Two (2) team representatives (not the coach/assistant coach) must act as the signing officers for the team. Only those two signatures or paperwork from those two individuals will be accepted from the Club to withdraw money from the team account.

Each year the team must fill out the 'Team Signing Officers' form with the names and contact information of the two elected individuals (see [Team Bank Account Forms](#) in [Appendix A](#); click "[Signing Officers](#)" tab). The signing officers cannot be coaches or related to anyone on the coaching staff, or reside in the same residence.

### B. Depositing Money

Each team will be responsible for completing the left side of the bank deposit slip indicating all cheques & cash to be deposited. **All BYSC cheques must now be written out in full to “Burlington Youth Soccer Club”. Please include your team number in the reference line on the cheque, and put the cheque number on the deposit slip.** If you are depositing coin, please roll it where possible. A staff member will double check the deposit. You may request a copy of this deposit slip if necessary (see [Team Bank Account Forms](#) in [Appendix A](#); click “Deposit Slip” tab).

In the event you come in during our evening/weekend office hours, the staff have been instructed to put all of your paperwork into an envelope and lock it in the safe for Finance to review in the morning. It is important that we only have Finance dealing with these accounts to ensure accuracy. Evening/Weekend staff will still be happy to photocopy any of the paperwork you might need.

#### C. Paying Internal Invoices (BYSO)

The right side of the deposit slip is for office use only. Upon both signing officer’s request, Finance will pay your BYSO invoices by transferring the amount from your account. You may also request a copy of this transaction if necessary. Evening Staff can update your invoices in the binder to show payments, and provide you with a copy.

#### D. Paying External Invoices

Should your team require a cheque to pay for a tournament or team equipment etc., you will need to complete the ‘Team Cheque Requisition’ form and submit it either in person or via fax or e-mail to Finance (see [Team Bank Account Forms](#) in [Appendix A](#); click “Cheque Request” tab). The Team Cheque Requisition form must be completed every time you require a cheque. This form must be authorized by both signing officers and submitted to Melanie Bradley [mbradley@burlingtonsoccer.com](mailto:mbradley@burlingtonsoccer.com)

The cheque requisition process will not begin until approval from both officers has been received.

Finance will notify you via e-mail when your cheque is ready for pickup.

**Please keep in mind that cheques are not issued on the spot and that most of our banking does not occur on site. You need to allow for a minimum of 3 business days for cheque turnaround.** Cheque requisitions need to be received by Finance **no later than 10am on a Wednesday** in order to be processed by Friday.

#### E. Referee Payment (Non-Tech Run)

Your team has a few options for paying referee fees:

- i. You can calculate how many home games you will play and then use the cheque requisition form to request a cheque payable to a team official.
- ii. A team representative can pay the referees and then you can request a cheque to be issued to the individual who paid once or twice per season.

#### F. Statements

The BYSO will run a report for your team and a statement of your account will be available via email at your request. Statements will be emailed regularly based on account activity. Please check your statements as they are e-mailed to ensure all transactions are correct.

## G. Forms

All forms will be e-mailed to the signing officers for your convenience, but additional blank forms will also be available in the office and online (see [Team Bank Account Forms](#) in [Appendix A](#)).

## H. Year End

The Club's year end is [September 30<sup>th</sup>](#) of every year. Teams will have until [October 30<sup>th</sup>](#) to submit the final budget and all final entries/withdrawals should be completed before this date. Your team ledger will essentially freeze until the signing officers for the next season are named.

# 8. REGISTRATION INFORMATION

## A. BYSC PLAYER REGISTRATION

Every player in the Club must be properly registered by the Club Registrar before he/she can participate in any game/practice/tryout within or sanctioned by the Club. All players must pay competitive registration fees. Player registration must be completed online via the Club website while online registration is open. Players who were registered with the BYSC during the previous season and provided the Club with an email address will receive an email stating the dates that online registration is open.

A separate form is required for each season in which the player wants to participate – indoor and outdoor. For registration to be processed, the player's parent/guardian must check off the box that says they agree to the terms and conditions listed. Initial payment has to be received at the time of registration, either online or in the office.

For players who are new to the BYSC, proof of age identification (Birth Certificate, Passport, Driver's License, or previously notarized OS Player ID Card/Book) must be shown to complete Registration. The proof offered may be in either English or French; a notarized translation is required for documents in any other language. Players registered with another Club for the current season will not be eligible to play in the BYSC unless proper releases are obtained and approved by the District Association (please refer to section "*O. OS Player Transfer Form*", and section "*P. PHSA Player Release Form*", below).

Every registered player has an OS number. This number is to identify each player that is registered by the OS. The number is assigned to either a player or team official at the time of their first registration and does not change. The number will remain the same for the entire participation period and will stay the same if a player or team official moves from a team or club. An OS member (i.e. player or coach) can have only one OS number; this number remains the same while they are an OS member.

## B. BYSC REGISTRATION FEES

Please refer to Section "[6. Financials For Bayhawks Teams](#)" for registration fees.

\*Please note that Tax Receipts can be obtained by accessing the player's profile online (<http://members.burlingtonsoccer.com>). Login then click on "Profile" and then "Receipts". All registration fees will be combined on this receipt (i.e. indoor, outdoor, competitive registration fees).

## C. BYSC REFUNDS

Please refer to the BYSC's [Refund Form and Policy](#) located on the BYSC homepage under "[Club Forms and Policies](#)" in the "Quick Links" section.

## D. INSURANCE

*(Team Officials and/or parents may contact the BYSC for further details on OS Insurance coverage and Special Incident Forms)*

In order to be covered under the OS insurance every player and team official must be registered for the current season. The insurance covers injury during travel to and from and during OS sanctioned events that include Club official and approved games and/or practices. This is explained on the waiver form given to the player when they registered. This information is also on the back of the coach and administrator form that team officials complete.

Please note that insurance coverage is only in effect when proper approval has been obtained for example, travel permits, temporary playing permit, exhibition games, etc. Failure to complete the necessary paperwork may void insurance coverage for all participants.

For any injury requiring an evaluation by a Physician or Health Practitioner (e.g. 911 is called, player taken to hospital/clinic, doctor's office, concussion suspected), the [Player Injury Report Form \(Appendix A\)](#) will need to be completed by the Team Official in attendance and sent into the BYSC within 72 hours.

For more information about OS insurance please review the OS's insurance program which includes information about coverage, steps on how to make a claim, and frequently asked questions. The link can be found on the BYSC website under "Quick Links - [OS Insurance](#)"

The Club can provide insurance for fundraising volunteers at team events for a small fee when necessary to meet facility requirements. Note: this will be at the Club's discretion.

If a team is traveling outside of the Province the [Out of Province Insurance Form \(Appendix A\)](#) must be submitted to the BYSC 2 weeks prior to travel. At a minimum, teams should insist that all players obtain separate travel insurance (i.e. Blue Cross, CAA, etc.) when traveling outside of Ontario. Additional insurance will be at the individual's cost.

## E. TRIAL REGISTRATION

All players who are attending trials must pre-register online and pay any related fees. This ensures that for insurance purposes they are participating in a sanctioned club event.

## F. TEAM REGISTRATION PACKAGE

When rosters are finalized and managers are in place, the registration package must be submitted to the BYSC office for processing.

This package will consist of completed:

- [Team Card Submission Summary \(Appendix A\)](#)
- Roster submission form - see [Bayhawks Team Roster \(Appendix A\)](#)
- [Team Official Registration Form \(Appendix A\)](#)

- Coach credentials (if not previously received by PHSA and if not already recorded in team official card/book)
- Completed player/ team official cards (**must not be expired**) – (See also section [“10. Registration Cards”](#))
- For U13+ non-program teams, a Season Budget is due March 1<sup>st</sup>; must include signatures by Head Coach, Manager, and 2/3 majority parent approval (See section [“7. C. Financial Guidelines for Bayhawks Teams - ii\) U14+ Non-Program Teams”](#))

#### G. CLUB & TEAM REGISTRATION NUMBERS

- The Club OS number remains constant – it is **2512**
- Team Registration number will be the Club number followed by gender, year of birth and level (e.g. BL, WH, YW) i.e. the Registration number for U10 Girls Blue would be: 2512G00BL (this # will remain the same each year for indoor and outdoor seasons)
- New teams will receive a number from the Club.

**Note:** Each team, before being finalized, must register at least **two coaches** and **one manager** onto their roster. Each team must also have a **certified Trainer**; this individual may also be the Manager or Assistant Coach; if not, the Trainer would be registered as Assistant Manager in order to obtain a Coaches ID Card. (See section [“10.B Team Official Cards”](#) as well as section [“8.I. Administrator Registration”](#) below)

#### H. TEAM OFFICIAL REGISTRATION (COACH, ASSISTANT COACH, MANAGER, TRAINER)

Coaches will receive their registration form once they have had a team assigned to them (see [Team Official Registration Form](#) in [Appendix A](#)). The registration form must be completed by all team officials (head coach, assistant coach, managers, and trainers) for each team they are involved with, prior to the season. In the case where a coach is involved with multiple teams, forms for each team will be required. A new form must be completed for each season they coach (both Indoor and Outdoor).

The Head Coach’s form must be processed either simultaneously with or prior to the other team officials, and player registrations being processed.

Each team **must have** a designated Manager on their roster.

In order for a Trainer to sit on the bench during games, he/she will need to register as a Team Official (e.g. Assistant Manager), have an Official ID Card, and sign the game sheets. Trainers must also be certified in First Aid and show proof of certification to the BYSC. Trainers must attend annual concussion education training seminar (see section [“19. BYSC Concussion Protocol”](#))

All team officials on the bench for games must have the appropriate level of certification, as outlined in the [BYSC Coaching Course Requirements](#) table found in [Appendix A](#).

All team officials must also complete the online Respect in Soccer course before they can be registered to a team (please refer to section [“I. Respect in Soccer”](#) below)

#### I. RESPECT IN SOCCER



Respect in Soccer is currently mandatory for all registered Team Officials (i.e. Coaches, Managers, and Trainers). The workshop is an online, interactive program which can be done in small chunks, module by module; you can login and logout as needed.

The cost of the workshop is determined by the OS and teams can add this cost to their team budget.

Upon completion of the workshop you will be required to forward a copy of your certificate to the BYSC (send to the Competitive Administrator, Melanie Bradley [mbradley@burlingtonsoccer.com](mailto:mbradley@burlingtonsoccer.com) and copy to Steven McDougall [smcdougall@burlingtonsoccer.com](mailto:smcdougall@burlingtonsoccer.com)). Team Official cards will not be processed until this course has been completed. The PHSA will record the certification number.

#### J. POLICE RECORDS CHECK

All Team Officials must have a valid Police Records Check completed prior to the start of every season (please refer to [OS Volunteer Screening Initiative](#) in [Appendix A](#) for details). The Police Checks are good for 3 years. Invitations will be sent to all registered Team Officials requiring a current Police Check from [www.MyBackCheck.com](http://www.MyBackCheck.com) and the BYSC will pay the fee.

#### K. TEAM REGISTRATION

The following dates are when teams are requested to submit their rosters:

	U8-U15	OPDL	U13-U18 Non Program
<b>Roster Due Date</b>	September 30	November 30	October 1

Players registered as Bayhawks Players are not eligible to play in the outdoor House League.

Team Registration for all leagues will be carried out by the Club to meet their deadline dates. The Club will require information from the Coach and other team officials to properly register the team.

#### L. OS TEMPORARY ELIGIBILITY PERMIT

(See also the following link for more information: <http://www.peelhaltonsoccer.com/en-us/faq.aspx>). Please refer to Fee Schedule for Bayhawks Teams for associated fees.

**NOTE:** Temporary Eligibility Permits for BYSC players will only be granted under extraordinary circumstances. Special permission may be requested and must be approved by the Player Development Manager.

This form is required when a non-BYSC player (who is registered to another OS Club) wishes to play for a team in the BYSC on a short-term basis, with the understanding that the dates of the permit are specified. The OS will only allow **3 TRP's per season**. Be sure to check the league rules for temporary registration of players. The form must be validated by the PHSA (see [Temporary Eligibility Permit](#) in [Appendix A](#)).

The classification of the permit is defined by the player's current team and the team applying for the permit.

Where a player is required for one game (League or Exhibition) only the date of the game is required. However, in the case of a tournament, both start and finish dates must be provided – even if it is a one day event.

This process will take 7-10 business days. A copy of the permit will be kept on file at the BYSC office and at the PHSA office. Once the form is approved it will be returned to the team that has made the application. This permit must be available for presentation to the Game Officials upon request.

#### M. OS TRIAL PERMIT FORM

(See also the following link for more information: <http://www.peelhaltonsoccer.com/en-us/faq.aspx>). Please refer to section “7.B Fee Schedule for Bayhawks Teams” for associated fees.

For use by a player not yet registered with an OS Team who has been granted a try-out with a BYSC Team. It must be validated by the PHSA. This form is initiated by either the player who wishes to have a trial with a team or by the coach of the team. To be eligible the player must not be currently registered with the OS. This player cannot be currently playing anywhere else in Ontario with an OS sanctioned club or team. This player will not currently have an active OS Registered number or player card/book.

The team selects up to **two** games in which the player will appear and enters those dates and the game classification. If two games are to be included, they must fall within a 15 day period of each other. The OS will only allow **2 Trials Permits** per player per season.

This process will take 7-10 business days. A copy of the permit will be kept on file at the BYSC office and at the PHSA office. A copy of the approved permit will be returned to the team and must be available for presentation to the Game Officials on request.

This trial permit is for players not registered with any team or club during the time(s) of the trial (see [Trial Permit Form](#) in [Appendix A](#)).

#### N. OS PLAYER TRANSFER FORM

This form is initiated by the player if a player wishes to transfer to or from a BYSC team to or from a different Club (prior to the July 1 cut-off date for OYSL teams; July 31 cut-off date for Regional/District teams). It may be initiated by the player or the coach of the team that the player wishes to transfer to. This must be done with the consent of the player. Only an original signature of the player is accepted on this form (see [Player Transfer Form](#) in [Appendix A](#)).

Players cannot be transferred without the approval of the Registrar. The form must be validated by the PHSA. This process will take 7-10 business days. A copy of the permit will be kept on file at the BYSC office and at the PHSA office.

The player card will accompany the Transfer Form to the PHSA so that it can be updated with current team information. Rosters for both teams must also be included in the submission to prove the player has been transferred from one team to another and to ensure that both team rosters still meet the PHSA specifications (i.e. Peel Halton teams must always have a minimum of 9 players with Peel Halton addresses).

#### O. PHSA PLAYER RELEASE FORM

If the Club or team decides to release a player, this form will be initiated by the coach releasing the player.

All three requested signatures must be provided. The signature of the coach can be provided by a Club Representative if the coach is unavailable. The player's original signature is to be on the form; photocopies of the signed form are not acceptable.

Make sure the player is aware of any outstanding suspension they will be serving if they join another team.

**Please Note:** It is illegal for coaches to poach players during a season from other teams; Coaches in the BYSC are not allowed to initiate this form unless the player is being released from their team.

This process will take 7-10 business days. A copy of the permit will be kept on file at the BYSC office and at the PHSA office. The player card along with the previous team's amended roster will accompany the release form to the PHSA for updating. The card will be returned to the player once processing has been completed.

#### P. LEAGUE REGISTRATION FEES

The BYSC registers teams to their respective leagues and the league fees are included in the Competitive Registration fees.

Any teams playing in the OISL (Ontario Indoor Soccer League) will register and pay directly through the OS.

#### Q. ONTARIO CUP/ONTARIO INDOOR CUP FEES

For the [Ontario Cup](#), U13-U18 Non-Program teams will register and pay directly through the OS; this amount should also be included in the team budget if teams plan to participate in the Ontario Cup.

BYSC Program teams in U13-U14 will be registered by the club.

#### R. TOURNAMENT FEES

Teams entering tournaments must pay the registration fee directly to the tournament host with their team cheque (please also refer to ["Banking Procedures"](#) and ["Tournaments"](#) sections).

### 9. BLACKOUT DATES (does not pertain to OPDL or Development teams)

During the course of a season, teams have the option of choosing up to a series of three dates for which games will not be scheduled. This can include any tournament or event with the exception of Ontario Cup games (which is handled automatically by the OS).

In order to have these dates confirmed they must be submitted to Melanie Bradley ([mbradley@burlingtonsoccer.com](mailto:mbradley@burlingtonsoccer.com)) by [February 15](#). The BYSC will take responsibility for submitting the "Blackout Dates" to the various leagues on behalf of their Bayhawks Teams and the leagues will blackout these dates. Once blackout dates are approved, Managers will be notified by the BYSC.

The ATF forms for these approved tournaments should all be completed and sent to BYSC immediately, even if tournaments are months away. **No applications to post-season tournaments can be filed without written approval from the BYSC.**

#### OYSL RULE 3.2 – League Season

Teams must submit with their application or by [February 1](#), no more than 3 time periods when they require time blocked from the schedule up to a total maximum of 10 days (instead of 15 days). Teams in the U18 age division will be allowed one blackout day. Long weekends will be considered part of the regular season beginning May 1 – October 31. Opening weekend will take place on May 11/12 and cannot be blocked off. No additions or changes will be accepted after [February 1](#). No rescheduling requests will be entertained after [February 1](#). It is the responsibility of each team to allow for travel time for their exempt periods.

#### PHDL Youth and GHSL Team Responsibilities

Teams may request a maximum of three (3) exception dates prior to the start of the season. Exception dates may only include OS sanctioned tournaments and graduation/exams up to a maximum of fifteen (15) days, subject to the rules below. All other rescheduling requests will not be entertained.

Unacceptable requests include examples such as vacation, soccer camps, other sporting events, school trips etc. (exception dates, if submitted are used when creating original schedules plus are used throughout the season during the rescheduling process):

- a. Exceptions for Ontario Cup will not count as one of the three dates in this rule.
- b. Teams will be granted exceptions for OFSAA if they have three (3) or more players registered with their team on the OFSAA roster. Exemptions for OFSAA do not count as one the three exemptions and are not subject to the above-noted deadline.
- c. Teams may request an exception for any day when the Canadian Men's National Team or the Canadian Women's National Team play local World Cup or Olympic qualifying games. This will not count as one the three exemptions and are not subject to the above-noted deadline. Requests must be received at least 14 days prior to the requested day.
- d. Travel time for tournaments may be granted only if the team includes the travel time in their request by the above-noted deadline. Travel time will be granted based on the Google Maps travel time between the city the team is from and the city where the tournament is held:
- e. 0 – 4 hours travel time one way = No travel time, only the days of the tournament will be granted
- f. More than 4 but less than 8 hours travel one way = 1 day travel time before and after the tournament
- g. 8 or more hours travel time one way = 2 days travel time before and after the tournament

## 10. REGISTRATION CARDS

**Cards will be submitted to the district only on Fridays. Please ensure any player cards needing to be processed for the following week are submitted no later than the Wednesday prior.**

U9-U15 Development team player cards will be processed October 1-14, immediately after Development Month.

U13+ Rep teams playing in an indoor league will need to process their cards at least 3 weeks prior to the start of the indoor season (**October 1**)

When processing team cards for the outdoor season, U13+ Competitive and Rep teams will need to submit a minimum of 11 cards plus the Head Coach card by March 15; OPDL player and coach cards must all be submitted by March 1.

#### A. PLAYER CARDS

The Player ID Card has the OS crest in the middle, and lists the registrants' full name, date of birth, gender, OS number, and an expiry date. This is used to identify all players and is required by the current OS, League, District and Club Rules and Regulations for all Bayhawks participants.

The card remains the property of the owner throughout his/her playing career or participation period and thus will take the card with him/her whenever he/she changes teams. During the season, the Manager should assume responsibility for all team cards and ensure they are kept in a safe and waterproof place. These cards must be present at all games, accompanied by a district stamped copy of the OS roster (provided by the club to managers). A player is not eligible to participate in a game if they do not have a valid Player Card, and are not listed on a stamped roster available for presentation to a game official.

Photos required for these cards must be recent, good-quality, electronic photographs submitted to the club. The card are to be updated with a current photo every 3 years in the case of youth players up to 18 years old; players and staff over 18 must renew their card every 5 years. Be sure to check the date for card renewal.

For all new players or players registering with the PHSA for the first time, a copy of their birth certificate or passport should be submitted with the card. Once the card has been approved by PHSA the copy of the birth certificate will be destroyed; due to the Privacy Act, the club cannot retain a copy of the birth certificate or the player card.

If a Bayhawks player changes BYSC teams during the current season (prior to the July 1 cut-off date), the new team will be responsible for resubmitting the player card and paying the transfer fee (please refer to Fee Schedule for Bayhawks Teams).

**Any player cards that are misplaced, and need to be replaced will be subject to a \$10.00 fee for the replacement player card (as well as travel to district costs).**

#### B. TEAM OFFICIAL CARDS

The Coach ID Card has the OS crest in the middle, and lists the registrants' full name, date of birth, gender, OS number, and an expiry date. This card is used to identify team officials such as Coach, Assistant Coach, Manager and Assistant Manager by matching the card to the OS stamped roster. If a Trainer is not already registered as a Manager or Coach, he/she will require an Official card and be registered as a Team Official.

The card remains the property and the responsibility of the owner throughout his/her Coaching/Team Officiating career or participation period. During the season, the Manager should assume responsibility for all team cards and ensure they are kept in a safe place with the OS stamped roster. These cards

must be present at all games. A Team Official may not sit on the bench during the game if he/she does not have a valid Team Official card.

Photos required for these cards must be recent, good-quality, electronic photographs submitted to the club. The card are to be updated with a current photo every 3 years in the case of youth players up to 18 years old; staff over 18 must renew their card every 5 years. Be sure to check the date for card renewal.

### C. CARD SUBMISSION

The Team Card Submission Summary form is to accompany any team submission to the Club involving either the team roster or one or more Player/Official Registration cards (see [Team Card Submission Summary](#) in [Appendix A](#) It is used to create a paper trail for the documents involved in order to ascertain their whereabouts.

Card submission should be completed by the team Manager. The Manager should also ensure that all accompanying documentation has been filled out correctly and that the cards are not expired (every 3 years, 5 years for team officials).

There are no processing fees for player cards for the Outdoor season as these have been included in the Competitive Registration / Program Fees. There are fees for processing cards outside of the PHSA delivery dates (Please refer to Fee Schedule for Bayhawks Teams for associated fees).

An OS approved team roster will be processed by the BYSC and will accompany the player cards in order to be approved. Only players appearing on this roster will be eligible to play. BYSC will approve all rosters prior to submitting documentation to the PHSA. Managers will then receive an OS approved roster stamped by the district to accompany the cards at all games.

All Team Officials must complete the [Team Official forms](#), as well as each Official's Respect in Soccer certification number and (for coaches) proof of coaching certification, if this hasn't previously been submitted. Failure to do this will delay the turnover time for the cards. Allow for a minimum of 1 week for cards to be processed by the BYSC and 2 weeks by the District Association (i.e. **three weeks total**).

Please be aware that the Peel Halton Soccer Association requires **7 to 10 business** days to process forms and permits. The BYSC office requires that forms must be submitted **2 business days prior** to submission to PHSA. If these timelines are not followed the team may be fined.

If entering an indoor league (i.e. Hershey League), player cards should be submitted to the club for processing by **October 1**.

To process cards for the outdoor season, a minimum of 11 cards should be brought in to the Club by **March 15**.

## 11. UNIFORMS

All players will receive a private link with instructions and deadlines to order their uniform online once they have completed their initial payment for their BYSC registration from September-December. New players may request a try-on date with the Competitive Administrator to sample the uniform sizes at the club.

All players must wear their Club supplied uniform for each game. Primary and Secondary colours are submitted to the individual leagues and it is expected that you will wear the Home colour to every home game and for U13+ teams the Away colour to every away game.

#### A. UNIFORM ORDERING

Each Bayhawks team (paying the full competitive registration fee) will receive:

Uniform Items	U8-U15 Development	OPDL	U13+ REP	Senior
Home Uniform (Jersey, shorts, socks)	✓	✓	✓	✓
Practice Kit (Jersey, shorts, socks)	✓	✓	✓	
Away Uniform (Jersey, socks)	✓	✓	✓	
GK Jersey	✓	✓		
GK Uniform (Jersey, GK shorts, 2 pairs socks)			✓	✓
Track Suit	✓	✓		
Bag / Backpack	✓	✓		
Ball	✓	✓	✓	✓

Each team will only receive 1 uniform package per player on their roster. The total number of players on your roster will equal your total number of outfield (or Goalkeeper) uniforms. Anything above and beyond **1 kit per player** on the roster will result in an additional charge to the team. If the size/quantity sheet is not returned to the office by the specified date, the Club will base the team's order on what was ordered last year for your specific age group. Size samples for all uniforms will be available in the office, in January– **schedule TBA**.

## 12. BAYHAWKS SPIRIT WEAR

Bayhawks may order spirit wear online using the following website:

<https://burlingtonyouthsoccer.itemorder.com/sale>

## 13. SPONSORSHIP

#### A. SPONSORSHIP INFORMATION

The most effective way to secure sponsorship is to provide a letter to potential sponsors, outlining who your team is (what league/region you play in, any notable past achievements), what your plan is for the upcoming season, and what the sponsorship money would be used for. Along with this letter should be

a sponsorship package, outlining the different sponsorship levels and what the sponsor would receive in return at the various amounts. A [Sample Sponsorship Letter and Package](#) can be found in [Appendix A](#); of course this letter can be adjusted to suit the needs of your team. The Club will provide Sponsorship Receipts if requested; teams must provide the company name, address, and amount of sponsorship (see [Appendix A](#) for Sample Receipt – Sponsor). You should also consider sending a Thank You letter to each of your sponsors at the end of the season, along with the plaque, if applicable (see Sponsorship Recognition section below for further details). In this letter you can outline the team's achievements made during the season (see [Appendix A](#) for Sample Thank You Letter – Sponsor).

Should a sponsor or other individual, business, or group donate or give monies to a team, these monies must be reported to the Club in the budget/financial statement. A coach shall not select players for his/her team because the player is a child of a proposed sponsor.

## B. SPONSORSHIP SCREENING

Teams can sell sponsorship for their home jersey, away jersey, and practice jersey. Sponsors' names will be screened in all uppercase, block letters on the back of the home and away jerseys. All teams will be able to add logos to the back of their practice jerseys (up to 5 sponsors).

Teams must submit to the Club their team sponsors by February 1. Any sponsors submitted after this deadline will be the team's responsibility to have screened.

## C. SPONSOR RECOGNITION

There is also space on the Sponsorship Form for teams to indicate if they would like to order a plaque with a picture of their team in their home jerseys. The quantity must also be specified. The cost for the first plaque is included, but a charge will be applied for additional orders (\$25 per plaque).

In September of each year, the BYSC recognizes every company that has provided sponsorship to teams in the BYSC by publishing a list of these companies in the Burlington Post. Managers are asked to submit their team's list of sponsors to Melanie Bradley by August 1 so that all team sponsors can be recognized.

# 14. FUNDRAISING POLICY

If a team would like to hold a fundraising event the team must e-mail the BYSC to seek approval and provide details of the fundraising opportunity. (This does not include pop bottle drives, bake sales or garage sales, MacGregor's Meat).

If a team has questions about fundraising, please contact Melanie at: [mbradley@burlingtonsoccer.com](mailto:mbradley@burlingtonsoccer.com)

Teams cannot hold lotteries or raffles and will be fined if they do so.

If any teams are doing a BBQ fundraiser, the designated team Coordinator must first obtain approval from the Club. Once approval has been granted, the Coordinator will need to complete a Halton Region Application form (<http://www.halton.ca/common/pages/UserFile.aspx?fileId=37724>), fill it out, and send to Melanie to submit on the team's behalf (or fill it in online). Once Halton Region has approved the application, the Coordinator will be sent a permit for the event. A copy of this permit must be sent to the Club upon receipt. The Coordinator will also need to review the "Requirements for Coordinators



of Special Events” (<http://www.halton.ca/common/pages/UserFile.aspx?fileId=37722>) as well as “Requirements for Food Vendors of Special Events” <http://www.halton.ca/common/pages/UserFile.aspx?fileId=37758>)

More information can be found on the Halton Region website at:

<http://www.halton.ca/cms/one.aspx?portalId=8310&pageId=36801>

## 15. TOURNAMENTS

**All tournaments require approval by the Player Development Manager prior to registering / applying to travel / sending payment.** All tournaments require specific paperwork to be filed within set timelines in order to ensure team registration is successful. Paperwork and timelines are different, depending on the location of the tournament; therefore this section will be divided according to the location of the tournament. It is important to note the different submission times for Application to Travel to a tournament outside of Peel Halton, as outlined in each section below as teams could be subject to discipline by Peel Halton. Please also refer the following link for more details: <http://www.peelhaltonsoccer.com/en-us/faq.aspx>

For tournament listings in Ontario, go to: <http://ctms.ontariosoccer.net/>

For listings outside of Ontario (ie. Canada, US, International), one website you can visit is: [www.soccer-tournament-guide.com/SoccerTournamentDirectory.html](http://www.soccer-tournament-guide.com/SoccerTournamentDirectory.html).

For all tournaments, exhibition games or events outside of Peel Halton and within Canada or the US, an **Application to Travel Form (ATF)** **must be filed** within the designated time frame (see “Process to Complete the Online Application to Travel Permit” below). It is the responsibility of the applicant and the Club to ensure that approval to host the event has been granted to the Host Organization by the appropriate governing body, and that all Registration and Applications are included with the ATF. Please note that the Club reserves the right to deny any ATF should it be determined that the tournament applied for does not suit the team applying.

It should also be noted that it is the PHSA’s policy that ATF’s must be submitted prior to the final payment to an event (tournament) to the Host Organization. The Club supports this policy and requests teams to submit all ATF’s at the earliest possible date.

For all teams that would like to travel to sanctioned tournaments or exhibition games outside of Ontario, an **Out of Province Insurance Form** ([Appendix A](#)) as well as a copy of the tournament’s **Application to Host Permit** (proof of sanctioning by their governing organization) must be provided to the Club. These forms should be submitted at the same time as the ATF.

### **Process to Complete the Online Application to Travel Form:**

1. Go to <http://ctms.ontariosoccer.net/> (see also **OS Application Forms (ATF & AHEG)** in [Appendix A](#))
2. Complete the ATF form as per instructions

3. Double-check information for accuracy
4. Club code 25-12, team code 25-12(Gender+ Year of Birth+ Level, i.e. 25-12G02WH)
5. Receive an approval email from CTMS PHSA
6. Print email with the PHSA approval and take to your game or tournament

#### A. ONTARIO TOURNAMENTS

**All tournaments require approval by the Player Development Manager prior to registering / applying to travel / sending payment.**

- Once approval has been granted, choose appropriate tournament through the OS website: <http://ctms.ontariosoccer.net/>
- Complete the ATF form as per instructions
- ATF's must be filed with the BYSC at least [7 days plus 2 business days](#) in advance for tournaments in Ontario (must be received at PHSA 7 days before the tournament)
- On the "Tournament Details" page, there is a link at the top of the page for the Team Entry Form which can be used to register the team online; a cheque can be sent separately; [NOTE: some Tournament Hosts require use of their own official Tournament Application; before filling out and submitting, confirm acceptability with Host.](#)
- Also on the "Tournament Details" page the Tournament Host Club's website will be listed under the Team Entry Form at the top of the page, and/or at the bottom right; more tournament details can be found by clicking on the link and finding the "tournament" tab

#### B. CANADIAN TOURNAMENTS (OTHER THAN ONTARIO)

- **All tournaments require approval by the Player Development Manager prior to registering / applying to travel / sending payment.**
- **ATFs** must be filed with the BYSC at least [15 days plus 2 business days](#) in advance for tournaments in Canada (must be received at PHSA 15 days before the tournament or team will be fined; see [Peel Halton Application Deadlines \(ATF/AHEG\)](#) in [Appendix A](#))
- All **ATFs** for tournaments outside of Ontario must be accompanied by: the tournament's [Application to Host Permit](#) (proof of sanctioning by their provincial organization) and the [Out of Province Insurance Form](#)

#### C. U.S. TOURNAMENTS

- **All tournaments require approval by the Technical Director prior to registering / applying to travel / sending payment.**
- An ATF must be filed with the BYSC at least [15 days plus 2 business days](#) in advance for tournaments in the United States (must be received at PHSA 15 days before the tournament or team will be fined; see [Peel Halton Application Deadlines \(ATF/AHEG\)](#) in [Appendix A](#))
- All tournaments outside of Canada must have a valid Application to Host Permit, sanctioned by the Host Organization's governing bodies and the USSF, which states that the BYSC and/or Canadian teams are eligible to participate (this can often be found on the tournament website; if not, the tournament chair will need to be contacted to obtain a copy of this permit). This form

is needed to track where teams are playing and to ensure they only play in sanctioned tournaments. This form is also needed for liability issues; if a team does not get approval from the BYSC and PHSA there could be insurance issues. BYSC and PHSA will keep a copy of the approved form on file. The team must have a copy with them when they travel to the event and have it present at all games.

- All **ATF's** for US tournaments must be accompanied by: the tournament's **Application to Host Permit** (proof of sanctioning by their governing organization) and the **Out of Province Insurance Form**

#### D. INTERNATIONAL TOURNAMENTS (OTHER THAN U.S.)

- **All requests for teams wanting to travel to international tournaments must be approved by the Player Development Manager prior to registering / applying to travel / sending payment.** The following items must be provided to the Club a minimum of **45 days plus 2 business days** prior to the tournament (must be received at PHSA 45 days before the tournament or team will be fined; see **Peel Halton Application Deadlines (ATF/AHEG)** in **Appendix A**):
  - A cheque for \$125 must be submitted to the Club when applying for an international travel permit
  - A complete calendar of events must be included with tournament information (schedule, rules, and sanctioned documents)
  - Lodging information
  - Travel information
  - Completed ATF
  - Team roster (who will be participating) and parent chaperones
  - Out of Province Insurance Form

#### E. MANDATORY TOURNAMENT INFORMATION Ontario Cup Registration

All Rep Teams are required to play in the Ontario Cup if they are eligible (by age group and division). Teams not wishing to participate in the Ontario Cup should email the Coach Development Manager- Steven McDougall [smcdougall@burlingtonsoccer.com](mailto:smcdougall@burlingtonsoccer.com) for permission to be exempted from this rule. Other teams wishing to compete in this event should also email the Coach Development Manager for approval. Teams will then register and pay directly to the OS for their application.

## 16. EXHIBITION GAMES

It is important to note the submission timeliness for Applications to Host Exhibition Games, as outlined below, as teams could be subject to discipline by Peel Halton. See also the following link for more details: <http://www.peelhaltonsoccer.com/en-us/faq.aspx>. Program teams, including OPDL, must notify the Competitive Administrator of their interest in setting up an exhibition game before setting up exhibition games.

#### A. HOSTING AN EXHIBITION GAME

- When inviting teams from outside of Peel Halton to join in a single exhibition game, **teams must file** an **Application to Host Exhibition Game (AHEG)**:
1. Go to <http://ctms.ontariosoccer.net/> (see also **OS Application Forms (ATF & AHEG)** in **Appendix A**)

2. Receive an approval email from PHSA

3. Print email and take to your game

- This form is to be filled out by the Host Team only - if there are other teams involved as Hosts, they are each individually responsible for their application
- All soccer fields necessary for the games must be arranged prior to submitting this form to the Club and the PHSA
- AHEGs must be submitted to the CTMS according to the following timeframes (see also [OS Application Forms \(ATF & AHEG\)](#) in [Appendix A](#)):
  - [at least 7 days plus 2 business days](#) in advance for 2 Ontario teams
  - [at least 15 days plus 2 business days](#) for inter-provincial teams
  - [at least 15 days plus 2 business days](#) against a US team
  - [at least 45 days plus 2 business days](#) against a team outside of Canada/USA
- BYSC teams that are playing outside of Peel Halton (e.g. Field rental in Hamilton) and are the home team for the exhibition game must complete an ATF and an AHEG
- If the visiting teams are from outside of Peel Halton, it is the Host team's responsibility to ensure all participants have an approved ATF; Peel Halton will not process the forms until they have received the ATF; request a copy of the visiting team's ATF and send a copy of your AHEG to them
- As the home team, it will be your responsibility to secure referees (if your coach makes this request); an email can be sent to the Head Referee (Jack Hughes), including the details of the game and age/gender/level of the teams, requesting that he send out the email to all referees; refer to league rules for referee/assistant referee fee guidelines; ensure you have exact payment in cash on the day of the game
- NOTE: Peel Halton will not approve more than 1 exhibition game per day (i.e. mini tournaments)

#### **B. TRAVELLING TO AN EXHIBITION GAME**

- Teams travelling to an exhibition game within Peel Halton do not have any forms to complete
- When travelling to an exhibition game outside of Peel Halton, an **ATF** will need to be completed; send copy to the Host Team and request a copy of their **AHEG**
- BYSC teams that are playing outside of Peel Halton (e.g. Field rental in Hamilton) and are the home team for the exhibition game must complete an ATF and an AHEG for all teams that would like to travel to exhibition games outside of Ontario, an **Out of Province Insurance Form** ([Appendix A](#)) must also be provided to the Club. This form should be submitted at the same time as the ATF.

## **17. GAME DAY**

*\*Note: This section pertains to League play and is therefore only relevant to teams aged U13 and up; Managers of festival teams will be updated as PHSA finalizes the details*

*\*It is mandatory one team official from each team must attend the League Meeting where finalized administrative details and league rules will be provided; dates TBA.*

#### **A. GAME SHEETS**

- Managers must first update their roster through the league's website
- Be sure to follow the league's rules with regards to how many game sheets to print off (e.g. 3: home, away, ref), whether the players need to sign the game sheets, etc.
- Print off game sheets showing all players and officials (and call-ups) who will be at the game
- Even players not playing in the game must have their names on the game sheet (and sign it if the league so requires) if they will be sitting on the bench during the game
- **All Team Officials – regardless of age of players on team – must sign all game sheets**
- If a player / team official does not show up, simply cross off the name on all sheets
- If a player / team official will be arriving late, inform the referees before the game and have the player sign in at half-time (if a player signature is required)

#### B. CALL-UPS

- Be aware of your league's call-up rules (including league cup, OPDL, OYSL, PHDL, GHSL, etc.), as well as tournament call-up rules (including Ontario Cup)
- **Ensure you obtain the player's jersey # prior to the game in case of # conflicts** (i.e. call-up cannot wear the same jersey # as a player on the team.....you will have to arrange to get a jersey with a # that does not conflict; extra uniforms can be signed out at the BYSC office when necessary and must be returned promptly)
- Ensure call-ups bring their player card and team's OS stamped roster to the game with them; their name, OS # and jersey # will be needed ahead of time in order to add this information to the online game sheet
- They must also sign the game sheet if player signatures are required by your league
- Ensure they take their player card with them after the game
- For the temporary transfer of non-BYSC players for a game (see [Temporary Eligibility Permit in Appendix A](#)), the form must be signed by the player's Club and their District; be sure to check the league rules for temporary registration of players; the completed and signed TRP form, as well as the player card, will need to be shown to the opposing Team Officials prior to kick-off; following the game, the Manager must keep a copy of this form in their team file; the temporary player should also keep a copy

#### C. CHECKING PLAYER CARDS

- Prior to leaving your house for the game, **ensure you have all player cards and OS stamped roster with you; players cannot play in the game if their player cards are not present**
- Cards should be checked 15 min prior to kick-off of each game (cross check players' names, OS #'s and jersey #'s with the opposing team's game sheet and OS stamped roster)
- If a player is going to be late, speak with the referee and opposing team
- Manager to tell them you will have a player sign in late and will show the player card
- In some leagues, both teams will be required to sign off on the game sheets
- Player cards should be checked before every game.
- The Manager should keep all of the player cards throughout the season.

#### D. HOME TEAMS

- **You must bring 4 corner flags to all home games.** Grass and turf corner flags should be purchased by all teams and included in the team budget. Please note that you can buy grass corner flags and flat bases for turf and just slip the corner flag poles into the appropriate base as necessary.
- It is a good idea to have pegs and Velcro straps, as well as duct tape, in your equipment bag as it is the home team's responsibility to fix the nets should the referee feel they are not secured properly
- If you are playing at a City field with lights (i.e. 9 pm kick-off, or 7 pm kick-off in Sept), **please request the lock box code from Caroline prior to** the day of the game so that you can open the box with the switch for the lights; also have the BYSC emergency number available for times where the field is closed, lights do not turn on, or if the referee fails to attend the game. If you have a permit and the lights will not turn on after you've opened the box for the lights and pushed the button, the Fire Dept dispatch (905-637-8207) is the number to call. For field rentals at Catholic schools, they will switch on the lights for you
- **Remember to bring referee fees** (this does not apply to Development U8-U12 Teams or OPDL) - (be sure to check your league rules as some leagues require the home team to pay full referee/assistant referee fees and other leagues require each team to bring half the referee/assistant referee fees to all games; you may need to use specific envelopes for referee fees (not sealed); for the PHDL, GHSL league cup games, both teams bring half of the fees
- Be sure that you have exact change (cash only) for each Official; you do not pay the full amount if one of the referees fails to show up at the game.

#### E. UNIFORMS

- Managers should check with the league their teams play in regarding uniform stipulation; generally home games require home uniforms and away games require away uniforms (for U13+ teams); it is the home team's responsibility to change jerseys at the field should there be a colour conflict.
- **Ensure players understand they cannot wear jewelry** (piercings, necklaces, bracelets, etc.) for any games as the referee will ask them to leave the field of play (without substituting) and the player cannot re-enter until asked by the referee to do so
- Braided bracelets, sweatbands, metal clips in hair must not be worn
- Glasses need to be certified sports eyewear

#### F. TEAM EQUIPMENT

- Teams are to supply corner flags and 2 game balls for home games. Teams must purchase their own corner flags (REP).
- Teams must have a first aid kit and Trainer's pouch with concussion resources at all games (see also BYSC Concussion Protocol below).

## 18. TEAM DISCIPLINE

If a player/team official is ejected from a game, the referee will file the paperwork and the case will either be evaluated as "DBR" (Discipline by Review) or "DBH" (Discipline by Hearing). With DBR cases, the player/team official will be served a set penalty (e.g. suspended from 2 games). With DBH cases, the

penalty will include a range of games for which the player/team official could be suspended (e.g. 2-4 games), therefore a hearing is required to finalize the penalty to be served.

With DBR cases, a hearing can be requested, however the team only has **72 hours** from the time of the game completion to request a hearing. **The team must notify Melanie Bradley immediately** (i.e. the next morning in the case of an evening game) in order to initiate the hearing request. There is a hearing fee payable to the league that must accompany the request for a hearing if a team is found guilty for a discipline case, they will be responsible to pay all fines. If accrued fines are not paid to the league, the amount will come out of the team's performance bond.

**\*\*Please promptly notify Melanie Bradley of all discipline cases in order to receive guidance throughout this process: [mbradley@burlingtonsoccer.com](mailto:mbradley@burlingtonsoccer.com)**

## 19. BYSC CONCUSSION PROTOCOL

The BYSC Concussion Protocol was developed in 2013 and implementation began in January, 2014. Each team U13-U18 is required to have a designated Trainer who is certified in First Aid (Trainer Liaison for OPDL teams) and who will sit on the bench during games and be responsible for addressing injuries and following the concussion protocol in the event of a head injury on the field. All players, parents, coaches / trainers will receive annual concussion education as part of the protocol.

Please refer to the separate document entitled "BYSC Concussion Protocol", found on the BYSC website under "Quick Links – [Sport and Health](#)". The following forms are included in the Concussion Protocol and are also found in [Appendix A](#):

- [Pocket Concussion Recognition Tool](#)
- [Player Injury Report Form](#)
- [Player Emergency Information Form](#)

The document entitled, "[BYSC Emergency Action Plan Guidelines](#)" can also be found under "Quick Links – [Sport and Health](#)". This document will assist teams in setting up an EAP in case 911 should need to be called at a game/practice.

A link to a variety of Concussion Resources, including video clips, general information about concussions, as well as Return to Play Guidelines, can be found on the BYSC website under "Quick Links - [Concussion Resources](#)".

## 20. APPENDIX A

*Note: teams should also be aware of the other forms listed on the BYSC website under [Rep Team Resources](#)*

<a href="#">Bayhawks Team Roster</a>
<a href="#">Budget Template</a>
<a href="#">BYSC Coaching Course Requirements</a>
CTMS Team Official User Guide (ATF/AHEG Applications)
<a href="#">Important Dates (General)</a>
<a href="#">Meeting Agenda Template</a>
<a href="#">Meeting Room Agreement</a>
<a href="#">Out of Province Insurance Form</a>
<a href="#">Player Emergency Information Form</a>
<a href="#">Player Injury Report Form</a>
<a href="#">Player Release Form</a>
<a href="#">Player Transfer Form</a>
<a href="#">Pocket Concussion Recognition Tool</a>
<a href="#">Sample List of Volunteer Duties</a>
<a href="#">Sample Sponsorship Package (Letter, Receipts, etc.)</a>
<a href="#">Team Bank Account Forms</a>
<a href="#">Team Card Submission Summary</a>
<a href="#">Team Official Registration Form</a>
<a href="#">Temporary Eligibility Permit</a>
<a href="#">Trial Registration Permit</a>