

Player Books

Blank books are available in the club office, please email the office at info@u-msc.com and ask that a set be placed in your folder. DO NOT ASSUME that the office has books available and ready to hand out

1) Filling in a Player Book

To complete a new player book:

- a) obtain a new book from the office
- b) paste a passport-sized picture of the player in the space on the inside cover of the book (use a glue stick because I find that liquid glue sometimes dissolves the image on the picture)
- c) fill in the last name, first name and date of birth below the picture
- d) have the player sign the book
- e) fill in a page within the book stating the club ID, team name, team registration #, division, league
- f) and lastly, write the name of the player either on the front of the book or on the back

Note: Existing players photo ID must be current - not be more than 3 (three) years old.

2) Filling in a Bunch of Books

If you need to do a whole bunch of new books, this is what I like to do:

- a) before a practice, fill in the last names, first names and dates of birth in each book for each player who needs one
- b) bring the book to practice and bring along a digital camera
- c) ask the players to line up
- d) for each picture you take, have the player sign their name in their book and verify their date of birth
- e) After practice, I insert all the pictures into a new Word document and resize them to 2 inches high, cropping the pictures so they fit nicely in the player book. Print the pictures on photo paper using an inkjet printer (or go to Kinko's or Business Depot and print them there)
- f) Glue them into the new books

3) Registering Players

Once the books are completed, you need to have them registered with your team. Here are some general steps you need to do:

- a) Have your player fill out a registration form with the club office and to pay for their registration. They also need to submit a copy of birth certification, provide proof that they reside in the region (only for York Region players) such as an electricity bill, water bill, tax bill, or landlord tenant agreement. You may also decide to collect all of these for each player and submit the entire team at one time.
- b) Once registered, submit a copy of all registration forms attached to a roster containing the team name, coach name, manager name and the names and date of births of all players on the team with ALL player books to the club registrar.

4) Registering Coaches

Provide copy of Proof of Coaching Certification and Laws of the Game (LOTG), if not previously provided to YRSA. The Coach's book should be registered at the same time as the team's players' books.

TIMING!!!

The club has over 40 competitive teams and another 20 or so recreational teams. That's well over 800 players... Our club only has ONE registrar. Do you see where I'm going here? Imagine if half of the competitive teams say 20; decide to go to tournament X... This tournament is happening say on August 3, the long weekend in August. Now imagine if all 20 decide on the Monday before the tournament that they would like to register. If the player books are not ready, then not only does the registrar have to deal with 20 travel permits, but he has to deal with 300 or so player books. Now let's say also that the registrar is planning to go visit the Queen on the long weekend. Do you think your books will be ready for the tournament?

So this is all about timing... How much time does the registrar need to prepare your books? When should you submit your forms? The answer is simple, NOW. Do it as soon as you can and way ahead of time.

Here is an example of when items should be submitted as a last resort:

- a) **Player Books**: 2 weeks before you need them (you need them on registration night before a tournament, you need them to be registered for your outdoor season)
- b) **Coach Books**: same as player books
- c) **Roster for Player Books**: to be submitted with Player Books, 2 weeks before you need it
- d) **Travel Permit**: as soon as you have registered for a tournament, I would even say to do both the tournament registration and the travel permit at the same time, at the very latest, two weeks before the tournament or exhibition game
- e) **Tournament Roster**: After your books come back from the registrar, you need to fill this in for registration night for a tournament
- f) **Application to Host Exhibition Game**: Submit this as soon as you have decided on a venue to host a game, leave enough time so that the visiting team can get their travel permit done.

Here's a quick check list for the team:

- Register and pay fees for players to the club.
- Assemble and complete a team roster.
- Provide a copy of the team roster to the Office Manager - info@u-msc.com and Registrar – registrar@u-msc.com
- Following registration of players with UMSC, deposit all books and team roster sheet with registration instructions and contact phone number in Registrar's box. Registered books will be returned to Coach's file folder. (Note: Incomplete and missing information on books will not be registered).
- Register the team with the league and YRSA. For teams with players <10 years and younger – a maximum of 14 players can be registered on a team. For teams with players > 10 years and older – a maximum of 18 players can be registered on a team.
- A minimum of 9 (Nine) players must be York Region residents. Proof of residency must be provided to the club at the time of player registration.
- Please allow sufficient time (at least 2 weeks) for the club and the YRSA to process and register players and teams.

Tournaments

1) Choose your tournament

The OSA website lists all tournaments approved by the province. You can search the website by age group, division, level of play, or just list the entire set of tournaments and sift through it, one by one. Review entries with the club's Competitive executives prior to completing applications.

Here are some links to the OSA website:

Main portal:

<http://www.soccer.on.ca>

Tournament lists:

<http://www.ontariosoccer.ca/Lists.htm>

List of all tournaments:

<http://www.ontariosoccer.ca/FormsNew.htm>

http://www.ontariosoccer.ca/FORMS_ONLINE/TAF/TAFLinksAPPROVED.asp

Sample of a Tournament listing:

[UMSC 2007 Challenge Cup](#) – Unionville/Milliken

06.09.2007 to 06.10.2007 >>> Entry Deadline: 05.26.2007 Entry Fee: \$300

Outdoor, ID -- Inter-District tournament **Approved** per **YRSA**

C -- Competitive Club Teams tournament for C -- Competitive Club Team. Other eligible Teams: Senior Recreational Club , Senior Competitive Club, Senior Recreational Club League All-Star , Senior Competitive Club League All-Star

App# **7539** TAF# 1265

If you click on the title of the event "UMSC 2007 Challenge Cup", then you will be shown a page with more tournament details like the one below. This page contains not only the Contact Information (of the tournament chair) but also some useful links to the Application to Travel Form, the Team Entry Form and the tournament webpage.

 <div style="display: inline-block; vertical-align: middle;"> <h2 style="margin: 0;">Tournament Details</h2> <p style="margin: 0;"> Application to Travel Form Team Entry Form http://www.umsc.com/reptourney.htm </p> </div> <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p style="margin: 0;"> Driving Directions to Unionville / Milliken </p> <p style="margin: 0;"> Traveller's Information Weather Report </p> </div>			
UMSC 2007 Challenge Cup			
SANCTION	Approved	ID	1265
District	<u>YRSA</u>	Application	7539
Dates	From: 06.09.2007 To: 06.10.2007		
Location	Unionville / Milliken		
Entry Fee	\$ 300	No. Teams	24
Entry Deadline	05.26.2007		
Tournament Classification			
Season	Jurisdiction	Tournament Type	Team Type
Outdoor	ID -- Inter-District	C -- Competitive Club Teams	C -- Competitive Club Team

Eligible Teams			
Senior Recreational Club , Senior Competitive Club, Senior Recreational Club League All-Star , Senior Competitive Club League All-Star			
Mini Age Divisions			
Boys	Girls	Mixed	
Youth Age Divisions			
Boys	Girls	Mixed	
Senior Age Divisions			
Men	Women	Mixed	
U-19, Open_Age, Over_35	U-19, Open_Age, Over_35		
Host Information			
Organization	Unionville Milliken Soccer Club	OSA No.	CD2710
Tournament Chair	Yves Legault	OSA No.	2270017
Contact Information			
Contact Name	Yves Legault		
Address	4721 Highway 7, P.O. Box 64548	Unit	
City/Town	Markham	Postal Code	L3R 0M9
Phone	905 -477-5425 X 0	Website	http://www.u-msc.com/reptourney.htm
Fax	905 -477-6772	Email	events@u-msc.com
Agreement			
The applicant acknowledges jurisdiction of FIFA, CSA, OSA and our District Association with regard to this event and agrees to abide by the Published Rules of these organizations.			
YES, I have read and agree to abide by the Published Rules and Approval Policy.			
Signature			
I certify that the information provided above is complete and accurate and request that the District Association, The Ontario Soccer Association and The Canadian Soccer Association approve this Application, as may be required. Furthermore, I hereby undertake to pay the requisite Fees for processing this Application.			
Signed and submitted by Yves Legault, Unionville Milliken Soccer Club			

Other considerations for choosing a tournament are: price, distance, teams entered and quality of tournaments.

2) Team Eligibility

When choosing a tournament, make sure it is appropriate for your skill level and division.

Note that if your team is U10 and below, you can technically join any tournament whether it is registered as an all-star or a select tournament since the OSA does not consider U10 and below to be competitive. The only issue is that the tournament organizer might not allow your team to join if they want to keep their tournament strictly recreational. The best way to find out if the tournament will allow your team to join is to phone or email the tournament chair. The name and contact information can be found on the OSA tournament description.

Another little-known rule is that teams U10 and below CANNOT go out of province. In the past, the YRSA and OSA have allowed our teams to enter Montreal and Buffalo tournaments but some travel permits have been rejected and the YRSA may be stricter as more teams request to travel.

3) Team Entry

Once you have selected your tournament, you should fill in a registration form. This can be done through the link on the tournament description or through the host's website. If you're not sure which to use, ask the tournament host, personally, I prefer to use the host's form. Some tournaments ask to fill in both since there is some information that is listed on the host's form that the OSA doesn't ask about. For instance, some tournaments have tiered divisions where teams are asked what level of play they think they should play in. This is mostly for tournaments where both recreational and competitive teams are allowed to join; the tournament host will ask which level their team wants to play in. Some common terms are "Select", "Elite", "Premier", and "All-Star". The tournament host will normally describe the level of play in each division.

Whichever form you choose, here are some items you may want to consider:

OSA rules require that teams must provide "Full Team Identification" for all sanctioned competitions and various levels of play. Full Team Identification means the provision of the team's name, team classification (i.e. Youth Competitive, Mini-soccer, etc), age, gender and team registration number.

- a) Whenever entering your team name, always use the same name for your team and be descriptive enough to make it unique. For instance, here are some examples:
 - UMSC - not good... what if there are two teams from your division or maybe a younger team is playing up a year?
 - Strikers - not good for the same reasons
 - UMSC 1998 Strikers Team A- this is much better because it not only lists your age group, but also your team sub-name "Black"
- b) When asked for your Team OSA number, this is a number assigned by the club registrar and usually has the form: "TD-2710-xx" where "xx" is your team's ID. Following registration of your team and players, the roster report will display this information.
- c) When asked for the club's name, you can use "UMSC" or spell out the club's full name.
- d) When asked for the club's OSA number, use "CD-2710"
- e) The club address, phone number, fax, can be found on the club website: <http://u-msc.com>
- f) You may need contact information and OSA numbers for everyone who will be on the bench, coach, assistant-coach, manager, trainer, assistant manager... so be prepared, have a list you keep just for tournament registrations. Note that some tournaments ask for the minimum, like one name and one phone number or email... while others ask for ALL details, including the hotel you will be staying at.

4) Travel Permit

All Unionville teams are registered with the YRSA, the York Region Soccer Association. If the tournament you are joining is not within the York Region, like in Scarborough, in Niagara Falls, in Ajax, in Ottawa... Then you will need a travel permit.

The easiest way to get a travel permit is to fill out the form which is linked at the top of the OSA's listing for the tournament. For instance, if you look at the example in section 1, you will see "Application to Travel Form" just below "Tournament Details". This link will show the "ATF" for that tournament. Once you have filled this in, you click on the "Submit" button which shows you the confirmation.

WARNING: this doesn't mean that the permit has been approved or that anyone will even look at it.

This next step is crucial!!! I suggest you print out the completed travel form and then take note of the Application number on the top right of the form. Then choose "Select-All" to select the entire page and paste it into a new email message (or paste it into a new Word document) and then email that to the club registrar at registrar@u-msc.com, CC this to your coach so that everyone has a copy.

For tournaments outside Ontario, travel permits must be signed and a hard-copy will be prepared for you and placed in your folder at the club. There is a different travel permit that can be used for tournaments outside Ontario here:

http://www.ontariosoccer.ca/FORMS_ONLINE/ATF/ATF.asp

Once you fill this form, print it and submit the hard copy to the club registrar.

5) Payment

Payment for tournaments can be made in different ways but it is usually up to the tournament host. Usually, a cheque is issued from your own team's bank account (or from an individual on the team who takes payment from the parents). Some tournaments now have online registration and access to online payments. Please note that most tournaments offer an early bird price. Check with the tournament chair about pricing. You may also be able to haggle for the price, especially if a tournament host seems to be in dire need to complete a division. This usually happens in winter when it is difficult to fill a tournament. Remember that where parents are involved, the lower the price, and the better it would be for everyone. On average, a tournament runs between \$17 and \$25 per player. When budgeting a season, take this into account or tell the parents that extra money will be collected for every tournament. Please note that tournament hosts will usually only consider a team entered if payment has been received and may also give away a spot if a team has not paid. If payment is an issue, please contact the tournament host and explain the situation. Communication with the host is very important to guarantee the spot.

6) Tournament Roster

When going to a tournament, the host will require a completed roster. Some tournament hosts have their own roster forms which allow you to list the players, their OSA numbers, the coaches, managers and their OSA numbers. Also, a roster form can be filled in as part of the Team Entry Form on the OSA website (linked at the top of the Tournament Details webpage) if you choose to use the OSA entry form instead of the host's form.

The Roster usually asks that you list the names, OSA numbers, dates of birth and sometimes the jersey numbers of the players.

Note that the makeup of the Tournament Roster can be different than the roster used in the team's regular league, that's up to the coaching staff. So long as the ages of the players are equal or less than the division age.

The Tournament Roster information **MUST** match the information in the OSA Books- see below. For instance - the spelling of the names, the OSA numbers, the dates of birth.

7) OSA Books

Player books are required for any player to sit on the bench. These books must be complete and up-to-date with the season's stamps on them.

Coach and Manager Books are also required. The coach books are similar to the Player Books; they have the picture, name and OSA number of the coach or manager. The books also list the credentials, courses and registration information. These books must be complete and up-to-date.

8) Registration Night

Most tournaments have a registration night where team representatives' shows up with their Roster and Player Books at a designated location such as at a club house or at a hotel or convention centre. They finalize any payments, submit travel permits and have their books and rosters checked.

In some clubs, this usually happens on the night before a tournament while in some rare cases, this is done on the morning of the tournament before the first game. In some cases, there are also refreshments and food laid out, bring your whole family! I have even seen open bars, lobster, you name it... they really go all out!

Team registration is mandatory for most tournaments and can't be missed. If for some reason no-one from the team can make it, communication is very important. **YOU MUST CONTACT THE TOURNAMENT HOST.** If you don't sort it out on registration night, there is a possibility that the tournament schedule be redone to squeeze your team out of the tournament and you lose your entry fee. In some cases, your team will be fined.

At Unionville, we are a bit nicer; we just ask that your best strikers join our club.

9) Hotels

For tournaments within an hour's drive from Unionville, hotels are more of a luxury but if you are traveling far enough, they are a necessity. Many tournaments offer good rates for hotel accommodation so the first thing you should do is to look through the tournament website to see if anything has been arranged or to ask the tournament chair. Usually, you would then want to contact the hotel and see if they can accommodate your entire team. Sometimes they will place all players on the same floor or same wing. This is convenient since away tournament are often used as team building and the players use the time to socialize. Try to get a hotel with a pool but keep in mind that an evening of swimming will be felt all day the next day. To organize the hotels, try to get bookings made through one person. For instance, I usually phone the hotels and get the tournament rate and then give the hotel a list of the families who are going to stay and for how long. Then I inform the parents of the plans and they each call the hotel to reserve the rooms using their credit card.

Exhibition Games

On occasion, you would want to have a game with another team. Believe it or not, it is against OSA rules to have any kind of game outside a league or tournament without approval. A team having such a game can be fined and there may be other consequences. The reason is even stranger... The OSA holds an insurance policy for all referees, games and players in Ontario. This policy states that the OSA is covered under liability insurance for participants who are registered with the OSA and for games which are "scheduled". So if anything were to happen to any individual on the field, the OSA is covered for any liable damage. This means that if a game were played but that the OSA doesn't have a record of the game and someone gets hurt, then the OSA can be sued for liable damage and the insurance would not kick in because the game was not scheduled. This could bring the OSA to its knees and maybe even bankruptcy. In order to ensure that they are covered, the OSA has implemented due diligence by allowing clubs and teams to apply for exhibition games using the form "Application to Host Exhibition Game" or "AHEG for short.

1) Application to Host Exhibition Game

The application can be found on the OSA website at this address:

<http://www.ontariosoccer.ca/Forms.htm>

You must submit one form for every game you host. Once completed, print the form, take down the Application number and copy/paste the entire form into a new email. Email the form to the club registrar at registrar@u-msc.com and CC your team's coach to have a second copy.

DO NOT PLAY YOUR GAME IF THE APPLICATION TO HOST HAS NOT BEEN APPROVED.

2) Travel Permit – Exhibition Game

As in tournaments, if you are attending an exhibition game in another region (other than the York Region), then you need to submit a travel permit.

LINK TO ONTARIO SOCCER & YORK REGION SOCCER WEBSITES:

<http://www.ontariosoccer.ca/forms.htm>

<http://www.ontariosoccer.ca/FormsNew.htm>

The above links to the Ontario Soccer website provides instruction and the forms if your team needs to travel, host exhibition games and to check on the status of any application forms.

Application to Travel Form (ATF):

Form must be completed if a team is leaving the district (York) to participate in an exhibition game or tournament.

The form can be completed on-line, forwarded to the club Registrar for review and approved by the YRSA. Note: The ATF will only be approved by the YRSA if Players/Coach books have been registered. The YRSA require a minimum of 2 weeks to process travel forms. It takes a minimum of 48 hours before it appears on the OSA website, following processing and approval by the YRSA.

Application to Host an Exhibition Game (AHEG):

Complete the form as per instruction on site and forward to a club official or the Registrar for processing and approval.

To check on the status of application forms submitted to YRSA:

Visit: http://www.ontariosoccer.ca/FORMS_ONLINE/Administration.htm

Or the direct link provided on the YRSA website:

http://www.ontariosoccer.ca/FORMS_ONLINE/ATF/ATFLinksAPPROVEDbyAPP.asp

Other forms and permits available on the YRSA website:

Temporary Registration Permit:

Register a player to and from another club for league, exhibition or tournament.

Player Transfer:

This form can only be used during the playing season. The releasing club team fills out the details of the player transfer, have the player sign-off, and have a club official or Registrar review, forward to the receiving club for completion and submission to the District office for processing and authorization.

Team Playing-out:

For teams that play in leagues outside the District.

Player De-Registration:

For a player that is released by a club. The player is required to fill-out form; a club official needs to review and approve, after which it is delivered (or faxed) to the District office. This form should be used, prior to the start of the playing season.