

2011



# Administrative Guide for Competitive Teams

## Whitby Iroquois Soccer Club

### Whitby Iroquois Soccer Club

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# OVERVIEW

## ***MESSAGE TO COMPETITIVE TEAM OFFICIALS***

### **Welcome to another Soccer Season!!**

This Guide represents the specific rules and guidelines which relate to the Competitive Team program for 2011. Additional information may be found in the Club Policies & Procedures available on the website along with links to relevant websites such as DRSA, OSA, CSA, FIFA, leagues, etc.

Any omission or conflict between the current Club Policies & Procedures and the contents of this Guide will be governed by the Club Policies & Procedures, without exception.

It is your responsibility to become familiar with the rules and regulations of all governing bodies which apply to your team and to you, as a member of the team. This will benefit you throughout the year.

The WISC Competitive Program is focused on the development of our athletes. Always ensure your actions are in the best interests of the player while meeting Club standards and requirements.

It is the responsibility of each team coach to choose an individual to assist with the duties outlined in this Guide. Responsibility for all team matters will remain with the Coach but choosing an appropriate individual for the role of Team Manager will help to ensure valuable time is focused on the players on the team, knowing that administrative duties are being looked after properly on behalf of the players, and team staff.

The Club Director of Coach & Player Development works with the WISC Board of Directors to provide our players with a quality program which meets provincial standards. Your representative on the Board who will liaise on behalf of the Competitive Program is the **Competitive Team Director** (referred to herein as the “CTD”).

Each competitive team must assign someone to be responsible for the duties of Team Manager.

### **DUTIES OF A TEAM MANAGER**

The manager is a member of the team behind the team. Club administrative staff are approachable and here to assist. Input and feedback is not only welcome, but will assist us in developing and providing a quality soccer program for our members.

The manager shall:

- Act as liaison between the team and the Competitive Team Director and appropriate Club staff
- Act as liaison between the team coach and the team parents
- Ensure all Club, DRSA, OSA, CSA, League Rules & Regulations, by-laws and philosophies are applied
- Conduct team affairs in an efficient and organized manner
- Perform all administrative duties on behalf of the team in a responsible manner
- Promote a sense of team spirit and club pride

**MAKE A NOTE AND BE SURE YOU KNOW:**

- The Club Number for all OSA / DRSA communications is 05-25
- (05 is the Region Number / 25 is the Club Number within our District)
- Team Number and proper Team Name in order to complete forms
- All team staff OSA registration numbers
- Certification level and NCCP ID numbers of the Coach and Assistant Coaches

## 1. GENERAL INFORMATION

### 1.1 Team Meetings

#### 1.1.1 Parents & Team Pre-Season Meeting

Each team must schedule a meeting with the players' parents prior to the start of the season. This meeting provides an opportunity for the coach and team staff to communicate with the parents regarding their goals, expectations, schedules, budget, fund-raising and other issues. It is a good opportunity for everyone to get to know each other and ask questions. Contact the Club office by e-mail to book the boardroom and schedule a designated Club representative to be in attendance at your meeting. You will receive confirmation of your booking or advised if your meeting needs to be rescheduled.

For the initial Pre-Season Meeting, a package must be given to team parents, with a copy for the **Club office**, and include:

- Outline of the program your team offers
- Proposed budget
- Fair Play Code for Parents
- Fair Play Code for Players
- Parent Declaration

Ensure each parent and player understands the Fair Play Codes.

The parents must be advised in sufficient time of the date and location of the meeting and advised that **this meeting is mandatory**.

As a condition of play, the Parent Declaration form **MUST** be signed by the parent for each player, to ensure responsibility is taken by individuals for their own actions. This completed form must be returned to the Club representative in attendance prior to the conclusion of the meeting. The form will be returned to the Club office and placed in the team file. Should a form be incomplete at the conclusion of the meeting, it is the responsibility of the team staff to ensure that any missing signatures are obtained on a second form as soon as possible and submitted to the Club office once complete. Should players be added to the team, following the original Parent Meeting, the team must ensure the new parent(s) also sign a Parent Declaration form and return the new form to the Club office. Failure to submit a completed and up to date Parent Declaration form will result in Club services being withheld from the Team.

There are specific items which must be covered at the Pre-Season Meeting. Be sure you refer to the Guideline herein which indicates what must be covered at the meeting. The attending CTD or designate will sign off on the Agenda at the conclusion of the meeting to indicate that proper procedure has been followed and all criteria met. The Agenda is returned to be kept in the team file at the Club office.

#### 1.1.2 Coach / Manager Meetings

Meetings will be scheduled by the Technical Staff, Administrative Staff and the CTD as required. It is mandatory that a member of the team staff or designate attend if the appropriate person is not available (i.e. coach or manager). It is unacceptable to have no one in attendance to represent your team. Notification of dates for all meetings will be e-mailed or published on the Club website once determined.

**FINE: Your team will be fined and invoiced by the Club for failure to attend a scheduled Competitive Team Club Meeting without reasonable and acceptable notice - \$25.**

### 1.1.3 League Meetings

Meetings are also scheduled by leagues. Ensure that the appropriate representative from your team staff is present at required meetings. Times and dates for those meetings are posted on league websites. Attending league meetings is your team responsibility and beneficial to team staff and will assist in becoming familiar with specific league rules and policies. This is a great opportunity to exchange information with your peers and ask questions of the league personnel.

**FINE: A league fine (determined by each league) is imposed for failure to attend a mandatory league meeting. Each team is responsible for its own fines.**

## 1.2 Team Mail Folder

All teams have a mail folder at the Club office. The folders are labeled with the Coach name. Team staff are only permitted access to their own team folder.

Cheques issued to teams, invoices, disciplinary notices of hearing, decisions, reports, forms, information, etc. are put in the team mail folder. You must keep on top of it so you don't miss any vital information. You will NOT be notified by the Club that you have mail or messages for pickup. **DO NOT** ask Club staff to check your mail folder.

**Mail folders MUST be checked by team staff a minimum of once a week. Coaches who collect information from the team folder must ensure the Team Manager is aware that this has been done.**

## 1.3 Equipment & Uniforms

### 1.3.1 Nets & Flags

Some Whitby fields may have their own nets which are in place for the season, while other fields require that you provide your own. Once your field schedule has been finalized you will be able to determine if you require Nets and/or Flags which may be purchased through the Club.

Deposits will be required for any equipment borrowed from the Club.

### 1.3.2 Uniforms

Coaches and their team staff are required to be clearly identified as a WISC member by wearing only approved Club apparel at all team or Club functions, including practices, games, tournaments, awards ceremonies and whenever they are representing the Club at a meeting or function of any kind.

Club colours are as determined by the Board on an annual basis and are as set out in the Policies & Procedures.

All teams MUST use Club issued or Club approved equipment and apparel at all times when representing the Club.

**FINE: Failure to comply with this policy may result in a fine.**

## 2. REGISTRATION INFORMATION

### 2.1 Policies

The Club Administrator will be the primary contact with Durham Region Soccer Association (referred to herein as “DRSA”).

Every person involved in any soccer activity (players, coaches, and managers) must be registered in the computerized registration system used by The Ontario Soccer Association (referred to herein as “OSA”).

AT NO TIME are health card numbers or social insurance numbers required.

### 2.2 Player Registration

In order to participate in any training, games, tournaments, exhibition games, Cup matches, etc., each player must first register in the Club’s online registration system. Separate registration is required for each season in which they intend to participate (indoor and outdoor). Players will not be permitted to register with a team until their Club registration is complete. After registering with the Club, the team manager will then provide the Club office with a list of players currently registered for their team who will then be assigned to your team and league in the OSA electronic registration system.

Players may be registered in their age category or higher. Maximum number of underage players permitted on a team is three, all of whom must be approved by the Club to play at a higher level.

All carded players that are **age dependent** and all **new** player applications for registration must have their birth date validated by the Club Administrator or designate.

The DRSA will not accept player books and rosters that have not been validated by the Club.

#### 2.2.1 Player Books

A player book is required for each player on a traveling team for identification purposes. The book is the property of the player. Before bringing player books to the Club office, the manager must ensure that each page of each book is complete with proper information recorded for each season.

This includes:

- player name
- player signature
- birth date
- team name
- club name
- age division
- league name and type
- Club number.

A sample player book is contained at the back of this document.

The player’s OSA identification number should be recorded (if available) by the team manager on the outside back cover of the book. Any discipline record of the player will be recorded on the inside back cover of the book. If the player is from another club, it is important to check the back of their player book to verify that the

player is clear to play. Should an ineligible player be listed on a game sheet, the team will be held responsible for any fine imposed by the league.

New registrants must provide one passport-size colour photograph (taken within the past 6 months and not electronically reproduced) and proof of birth date, which will be validated by the Club Administrator or designate. Photos must be renewed at the end of every third outdoor season. The photo is to be affixed in the appropriate place in the player's OSA book.

Once all players on a team are registered in the Club registration system, player books must be handed in to the Club office. When the books and papers have been processed by the Club and the District, you will receive an OSA Team Roster that you should keep with you at all times for team and player identification. This roster contains private information and is not to be copied or made available to any other unauthorized individual or group for any purpose for which it was not intended. Tournaments have their own roster and you should not be asked for your OSA roster.

**FEE: Player books are available at the Club office – a fee is charged to the Club by the Region for the books and you may pay the Club cash upon receipt, or request that your team be invoiced.**

### 2.2.2 Fees etc.

The Club will notify teams when payment of competitive fees is required. At this time, **one cheque** for all fees payable to the Club must be submitted by each team to the Club office, along with a list to confirm and identify which players are being paid for.

To be ready for play in the upcoming season a team must have the following tasks completed:

- Coach, assistant coach, manager, and assistant manager to be screened, approved, and registered in the OSA system
- Players identified with respective Offers to Play signed and on file at the Club office
- Players registered with the Club
- Player books completed and provided to Club for entry in OSA electronic registration system
- Competitive team fees paid
- Team roster prepared and on file at the Club office
- Minimum number of players must be fully registered by posted league deadline prior to start of season
- Team meeting with budget provided to the parents
- Parent declaration form signed and returned to Club office

### Processing by DRSA

Please note that the Club requires sufficient time to process books and rosters to meet posted deadlines and DRSA will also require sufficient time. Teams should allow approximately **14 days** particularly during busy periods. Please remember when the books are processed, the turn-around time will depend not only on the Club work load, but on the DRSA work load as well. Trips to the DRSA office to deliver or pickup books will be made once a week, early in the week, and completed items will be picked up at the same time.

No one will be permitted to book any facility, participate in practices, exhibition, tournament, league matches or cup games unless they are registered with the Club and OSA. This is a requirement for liability insurance purposes. Failure to comply will result in discipline.

**REGISTRATION DEADLINES FOR MINIMUM OF FIRST ELEVEN PLAYERS ARE SET BY EACH LEAGUE AND MAY DIFFER ACCORDING TO THE LEAGUE THE TEAM WILL PLAY IN. BE SURE YOU KNOW YOUR DEADLINE DATES.**

**CHECK APPROPRIATE LEAGUE MANUAL FOR REGISTRATION DEADLINES. FINES WILL BE IMPOSED FOR MISSED DEADLINES.**

The Club will provide the leagues with your Team Application form by their respective deadlines – it is your responsibility to provide the names of your first eleven players to the Club office in time for submission.

**Note: OYSL, CSL and CGSL deadlines are April 15<sup>th</sup> each year.**

### 2.2.3 Residency Rule

Each Club shall register on each of its youth level teams and on each of its mini-soccer teams, no less than nine players whose legal residence, on the date of registration with the OSA, is within Durham Region. In the event that the legal residence of the player changes to another District after the date on which the player registered with the OSA, the player will still be considered a resident in the Club's District for the purposes of this rule.

**Pursuant to OSA's Registration Policy note:**

*"In the event that the number of players who reside in the District becomes less than nine, the team must immediately register another player resident in the District prior to participating in any sanctioned game."*

*(NOTE: The following chart is meant as a guide for a team which registers the minimum number of players permitted on a team as per Registration Policy 5.17 and less than nine players.)*

| Game                             | Required Minimum Number of Players Registered on Team | # of Players Registered on Team | # of Players Required To Be Resident in District |
|----------------------------------|---|---------------------------------|--|
| Outdoor Youth Team               | 11  | 11                              | 9  |
|                                  |   | 7                               | 7  |
| Outdoor Mini Soccer Team         | 7   | 8                               | 8  |
|                                  |   | 9                               | 9  |
|                                  |   | 7                               | 7  |
| Indoor Youth or Mini Soccer Team | 7   | 8                               | 8  |
|                                  |   | 9                               | 9  |
|                                  |   | 10                              | 9  |
|                                  |   | 11                              | 9  |
| Futsal Youth or Mini Soccer Team | 5   | 5                               | 5  |
|                                  |   | 6                               | 6  |
|                                  |   | 7                               | 7  |
|                                  |   | 8                               | 8  |
|                                  |   | 9                               | 9  |
|                                  |   | 10                              | 9  |
|                                  |   | 11                              | 9  |

### 2.2.4 De-Registration of a Player

A player can be de-registered at any time during the season using the "Player De-registration form".

**NOTE:** The player **must** sign the de-registration form. Team manager must contact the Club office in order to have this processed through the DRSA. A fee is charged to the Club by the Region and this is passed on to the team. When a player is deregistered, the player name is removed from the registration system as a competitive player.

## 2.3 Team Staff Registration

Coaches and their team staff must each sign and complete an OSA Registration form for **each season** or register in the Club's online registration system. (Note – it is necessary to complete a new form for each season or register separately for each season in the Club's online registration system). Forms (if used) must be kept on file in the Club office.

The manager must ensure that each team staff official completes and maintains an up-to-date Team Official Book. Similar to the Player Book, the Team Official Book will include a recent passport size colour photo, birth date, signature, team name, club, age division, league type, club number and, should their position require it, details of their coach certification including certification dates and NCCP numbers. Photos of team officials must be replaced every 5 years.

These books will be processed by the Region in the same manner as the Player Registration Books.

Each coach must submit a Request to Appoint Team Staff form on which all proposed team staff are identified. This form is to be completed as soon after tryouts as possible and submitted to the Club office. Team staff registration cannot be processed until the Club has been formally notified by receiving the Request to Appoint Team Staff form. The individuals named on this form must be approved by the Club before proceeding. Teams will be notified by the Club if there are any concerns regarding the proposed individuals. This form must be kept current to reflect any proposed additions or removals from team staff on an ongoing basis. Team staff officials not designated on this form **will not be recognized**; they will not be included on screening reports which are submitted to the Region and therefore will not be included on a roster or permitted to perform any official action on behalf of the team. The form may be updated with new staff members at any time.

**FEE: Team Staff Official books are available at the Club office – a fee is charged by the Region for the books and you may pay by cash, debit card or credit card at the time of purchase.**

## 3. DRSA - REQUIREMENTS

In order to have your teams completely validated by DRSA, you must meet the following mandatory requirements:

- Team officials must meet ALL screening requirements
- Coaches must have their certification indicated on roster and proof of certification on file with the Club
- Player and team staff must be registered, paid and books complete
- Team must meet residency requirements for their age and league level

**DO NOT** submit your books to the Club without having the above in place as they will not be processed by the Club or the District. If the above criteria are not met, books will be moved to the end of the line and your validation to play may not be returned in a timely manner.

## 4 PLAYER MOVEMENT

### 4.1 Playing up within the same club

A form is NOT required for this purpose. However, the coach **must** approach the player's existing coach, identify the player, and **request** that the player be permitted to play up. Should an agreement be reached between all parties, ensure the player has a valid player book and is clear to play.

**NOTE:** A player may only play up a total of 6 games in each season. Tournaments count as one game.

## 4.2 Unregistered Player to play with Registered WISC Team

An unregistered player playing “trial” games for a team is required to obtain a **Trial Permit** (TPF). This form, once approved, permits a player who is not registered with the OSA or another provincial association affiliated with the Canadian Soccer Association to play with a registered team. This is authorized by DRSA and requires the player’s signature. A fee is charged by DRSA and is passed on to the Club for this process.

The unregistered player will then be permitted to play 2 games for a registered team during a 15 day period. A player may obtain up to 2 Trial Permits during one season.

A Player cannot use a TPF more than once for the same club.

A player playing in an outdoor competitive game or an indoor game while using a “Trial Permit” must obtain an “OSA Player Book”.

**FEE: The Region will bill the Club for this form. A fee of \$15 must be received in the Club office prior to processing the form.**

## 4.3 Registered Player to Play with Registered WISC Team

A **Temporary Registration Permit** (TRP) is required which enables a player to play one game or tournament (all games) per form. A player may apply for 3 TRP’s during each season. This permit is not valid for Cup Games. Player must have a valid OSA Player Book.

The TRP form must be authorized by the Club Administrator or designate and DRSA.

***NOTE:** When completing permits, it is the responsibility of the team to check with their appropriate league for any league restrictions.*

**FEE: DRSA will bill the Club for this form. A fee of \$15 must be received in the Club office prior to processing the form.**

## 4.4 Player Transfer to Registered WISC Team

### International Transfer

Any player who is 12 years of age or older and who was last registered in another country will be required to complete an **International Transfer** prior to being eligible to play in Canada regardless of the number of years the player has been a resident in Canada.

**FEE: The Region will bill the Club for this form. A fee of \$15 must be received in the Club office prior to processing the form.**

## 5. TEAM TRAVEL

### 5.1 Team Travel to Tournament or Exhibition Game

The Club follows the current policy as set out by OSA. Please visit [www.soccer.on.ca](http://www.soccer.on.ca) for additional information.

**Application to Travel (ATF)** is to be completed online and brought to the Club Office for processing by the Club Administrator. The form may be found at [http://www.ontariosoccer.ca/FORMS\\_ONLINE/ATF/ATF](http://www.ontariosoccer.ca/FORMS_ONLINE/ATF/ATF) and through the tournament link.

**DO NOT E-MAIL YOUR FORM** – a hardcopy must be delivered to the Club office for processing.

An ATF is required for every tournament entered, or to participate in an exhibition game outside Durham Region. This form must be approved by the Club and DRSA. Before applying for permission to travel, you must also have verification that the tournament or exhibition game has been sanctioned by the parent organization of the Club hosting the tournament or game (i.e. games within Ontario are sanctioned by The OSA and appear on their website). Team insurance (see 5.3) and proof of sanction for games outside of Ontario must be submitted to the Club along with the ATF before it will be approved. The sanction letter may be found on the tournament website and may be called "Permission to Host". This includes events which take place outside of the Province of Ontario, (i.e. in another province or country).

A team **must** be properly registered before an ATF will be approved.

**An ATF is not required for travel to participate in the "Ontario Cup".**

DRSA, and sometimes OSA and CSA approval, may be required, so please allow the allotted amount of time for processing.

The following are minimum guidelines – remember at busy times, these timelines may not be adequate.

- 7 days prior to the team traveling to another District within the Province
- 14 days before the team travels to another Province or the USA
- 90 days before the team travels to any other Country

#### Process

- Complete the form online
- If out of Ontario – proof that the tournament is sanctioned is required (contact host)
- If out of Ontario – proof of insurance is required – link to apply is on the WISC website
- Check the form to ensure it is complete and that team officials listed have been screened and cleared
- Deliver form to the Club office to the attention of the Club Administrator
- Once approved by the Club, the form is signed and delivered to DRSA indicating Club approval
- Once DRSA has approved the form, it is returned to the Club where a signed copy is placed in the team file

**FEE: The Region will bill the Club for this form. A fee of \$15 must be received in the Club office prior to processing the form.**

## 5.2 Procedure to Host an Exhibition Game

To host an Exhibition Game:

### 5.2.1 Against another Club from out of Durham Region:

- A game venue must be determined and confirmed with the Club Administrator.
- An OSA **Application to Host an Exhibition Game** (AHEG) must be completed. The form is available on the Club website or the OSA website ([www.soccer.on.ca](http://www.soccer.on.ca)).
- The form must be brought to the Club Office along with the **fee of \$15**.
- The form will be reviewed and if correct, it will be approved and forwarded to the District (DRSA).
- Once the District approves the form, it is returned to the Club Office and placed in the team folder for pickup. DRSA will notify the home District for the other team that the game has been sanctioned.
- The Club Head Referee is notified that this game has been sanctioned and that a referee is required.
- Referee fees are the responsibility of the host team and the fees must be paid to the official(s) at the game field.
- The coach, any other participating team officials and players must be registered with the Club and also entered in the OSA registration system for the season in which the game occurs (indoor or outdoor).
- A game sheet must be completed listing all participants and returned to the Club Office after the game. The Club Office will forward the game sheet to the DRSA.

### 5.2.2 Against another Club from within Durham Region:

- A game venue must be determined and confirmed with the Club Administrator.
- An OSA **Application to Host an Exhibition Game** (AHEG) must be completed. The form is available on the Club website or the OSA website ([www.soccer.on.ca](http://www.soccer.on.ca)).
- The form must be brought to the Club Office along with the **fee of \$15**.
- The form will be reviewed and if correct, it will be approved and forwarded to the District (DRSA).
- Once the District approves the form, it is returned to the Club Office and placed in the team folder for pickup.
- The Club Head Referee is notified that this game has been sanctioned and that a referee is required.
- Referee fees are the responsibility of the host team and the fees must be paid to the official(s) at the game field.
- The coach, any other participating team officials and players must be registered with the Club and also entered in the OSA registration system for the season in which the game occurs (indoor or outdoor).
- A game sheet must be completed listing all participants and returned to the Club Office after the game. The Club Office will forward the game sheet to the DRSA.

### 5.2.3 Against another WISC team:

- A game venue must be determined and confirmed with the Club Administrator.
- The Club Head Referee is notified that this game has been sanctioned and that a referee is required.
- Referee fees are the responsibility of the host team and the fees must be paid to the official(s) at the game field.
- Both coaches and all participating team officials and players must be registered with the Club for the season in which the game occurs (indoor or outdoor).

- A game sheet must be completed listing all participants and returned to the Club Office after the game. The Club Office will retain the game sheet.
- An AHEG form is not required and there is no **fee** for WISC teams playing other WISC teams.

**FEE: The Region will bill the Club for AHEG forms. A fee of \$15 must be received in the Club office prior to processing the form.**

### **5.3 Application for Additional Travel Insurance – Out of Ontario or Canada**

When traveling outside of Ontario or Canada, it is **MANDATORY** to have additional approved travel insurance. The form may be found on the WISC website under Competitive Forms and the OSA website. Proof of this additional insurance will be required by the DRSA when applying for your travel permit and must accompany the ATF along with the Permission to Host (sanction) letter when handing it in to the Club.

Everyone on your roster including your Team Officials must be on this Travel Insurance. Additional insurance may be purchased by parents for themselves and / or others traveling with them.

### **5.4 Playing-out Application (to play outside Durham Region)**

To play out of the Region, either by playing in an outdoor league other than the one you are registered with, or playing in an indoor league, you must complete a Playing-out Application form available from the Club office or the DRSA website. Submit the completed form to the Club office. Once approved by the Club it will be submitted on your behalf to DRSA. When DRSA has returned the approved form, a copy will be put in the team file, and a copy placed in the team mail folder. You can find this form at the end of this guide or on the DRSA website.

A registration fee for each player will be charged by the Region to play in an indoor or outdoor league. Player books and team official books must be processed for each season.

**FEE: The Region will bill the Club for this form. A fee of \$15 must be received in the Club office prior to processing the form.**

## **6. TOURNAMENTS**

For listings of tournaments go to [www.soccer.on.ca](http://www.soccer.on.ca), where OSA approved tournaments are listed along with the "Tournament Classifications" to determine the type of competition you may enter. Watch for the Inside Soccer Magazine Tournament Guide which is published each spring listing all tournaments in Canada and some abroad which you may wish to attend. A limited number of copies of the Tournament Guide are purchased by the Club and a copy is placed in each team folder for your reference.

Before entering in a tournament make sure you check the information on the website to ensure that it will be suitable for your team's level of play.

**REMINDER:** Approved travel permits (ATF's) will be required to travel out of the District – see above.

**Club Tournament** - all WISC competitive teams are required to enter the WISC Competitive Team Tournament unless there is a conflict with your league cup or Ontario Cup. Contact the CTD if you require clarification.

Your team may enter a maximum number of tournaments per league season, **including** Ontario Cup and the WISC Tournament. The Club will determine the appropriate number each season and make this information available to the teams prior to the season.

## 7. LEAGUES

Each League has its' own deadlines as well as Rules & Regulations – they are not necessarily all the same (i.e. rules regarding guest players and temporary registrations). It is each team's responsibility to be familiar with their respective league's policies which are available on league websites and to be aware of updates and changes.

Leagues websites are listed later in this manual.

## 8. GAME SHEETS & FEES FOR GAME OFFICIALS

### 8.1 Game Sheets

Game sheets must be filled out completely and correctly. Team officials are responsible for proper completion of the game sheets. Ensure all team staff are listed properly on games sheets along with participating players who are properly identified. Ensure all players are clear and free to participate.

Leagues will impose fines for infractions regarding use of illegal players or team staff. Game sheets are audited closely by the leagues for compliance.

Check your league rules regarding specific requirements for submission of game sheets and payment of game officials.

### 8.2 Fees for Game Officials

Prior to the season, complete the Club form for Request for Referee Fees and submit the form along with your league schedule to the Club office. The schedule and form will verify the amount you will require for payment of game officials during the season. Upon receipt, a cheque will be issued by the Club to cover your fees for your league games and one Cup game. The cheque will be deposited in your team mail folder for pickup once it is prepared.

Check your league rules regarding the process for payment of game officials and ensure that this is adhered to.

**Fines are imposed by the Leagues for failure to comply.**

## 9. BUDGET & TEAM BANK ACCOUNT

Each team must set up a budget to include income received through fundraising, sponsorships, bingo, etc. and expenses such as gym rental, equipment purchases, tournaments, etc.

Each team must have a team bank account with no less than 2 signing officers identified. Should your bank require a letter from the Club confirming that you are a member, please contact the Club office. The letter is available upon request. Advise the Club office, in writing, of your bank name, team bank account name, names of signing officers and other account details to be kept in the team file.

**Remember**, signing officers must have been screened by the Club and submitted the necessary documentation (i.e. police check, references, OSA registration form). The official Team Name is required in order for the Club to make payments to your team by cheque. (i.e. "Whitby Iroquois 94A Boys" / Name of Bank). It is recommended that you do not use "U8 Boys" or "U12 Girls", etc. in the name on your account as it will be out-dated each year.

**DO NOT USE TEAM NICKNAMES AS PART OF BANK ACCOUNT NAME**

**FINE:** The Club may levy a fine if a team is found to be using nicknames improperly on any formal documentation.

### Financial Statements

Each team must submit to the Club three financial reports yearly:

- (1) Pre-Season - prior to the season (estimated)
- (2) Mid-Season - prior to August 1
- (3) Final - within 7 days of last game of season

These statements are reviewed by the Club Treasurer and a copy maintained in the team file. Each parent must also receive a copy.

Any money left in your Team Bank Account may be carried over to the following season. You do not need to bring your account to a zero balance.

**As a condition of play** each parent must sign the Parent Declaration acknowledging that residual funds remain with the team.

**Disbanded teams** - a closing financial statement must be submitted to the Club office within 30 days of notifying the Executive Director of their intent to disband. Any funds on hand at the time of disbanding are to be returned to the Club office along with the final financial statement.

## 10. FUNDRAISING

Team officials must be cognizant of the values and morals of all parents when asking them to participate in any fundraising event.

The Club is governed by the policies specified by The Ontario Soccer Association with regard to acceptable (sanctioned) fundraising activities for Club teams. You must ensure everyone is aware that Club insurance coverage is only provided for sanctioned events. Fundraising events must be safe and in the best interest of the Club.

**Insurance coverage is limited to only those sanctioned activities as set out by The OSA.**

Examples of non-sanctioned events would include, but not be limited to:

- **Any type of Lottery**
- **Any type of activity involving attendance where there may be the sale or consumption of alcohol**

**NOTE:** The Club assumes no responsibility for any claims, demands, actions or costs, arising as a result of participation in an **unsanctioned** event.

**As a condition of play**, each parent must sign the Parent Declaration form acknowledging that residual funds remain with the team. Any deviation from this policy will be only at the discretion of the Club Board of Directors.

## 11. SPONSORSHIP

You must provide a list of sponsors to be approached to the Club office prior to the season and an updated list of confirmed sponsors with your mid-season financial statements (prior to August 1<sup>st</sup>). This will help avoid conflicts with house league sponsorship. **Remember**, written communications for sponsorship purposes made on behalf of any Club team must be approved by the Board and a copy placed in the team file **prior** to distribution.

Once prepared, the sponsorship package and letter must be submitted to the Club for approval. The package should provide information detailing why your team needs the money and how it plans on spending it. Levels of sponsorship should also be specified along with what the sponsor may expect to receive for their contribution (e.g. plaque, logo on jerseys, bags, etc.)

The Team Manager should confirm with the sponsor whether or not they will require a receipt. Should a receipt be required from the Club, payment must be made payable to the Club rather than to the team. Simply submit the sponsor cheque to the Club office for deposit and a Club cheque will be requisitioned in your team name for the equal amount and returned to the team as soon as possible.

## 12. SCREENING & POLICE RECORD CHECK

Each team staff member is required to comply with the Volunteer Screening Process which is mandatory within the Province of Ontario. Refer to the Club Policies & Procedures available on our website for further details.

Until you have completed the screening process, you will not be permitted to participate as a team staff official in any competitive team soccer activity representing the Club. This includes being listed on the team roster, signing forms, running practice sessions, being a signing officer, etc.

### 12.1 Requirements – High Risk – Competitive, select and all star teams

|               |  |
|---------------|--|
| <b>Year 1</b> | <ul style="list-style-type: none"> <li>• Apply to police department for Police Record Check (referred to here as "PRC")</li> <li>• Submit CRC to Club Screening Officers every 24 months</li> <li>• Schedule initial screening interview with Club Screening Officers</li> <li>• Submit names, e-mail address and phone numbers of 3 references</li> <li>• Yearly evaluation in writing by Club Head Coach</li> <li>• Register online each season with the Club and OSA</li> </ul> |
| <b>Year 2</b> | <ul style="list-style-type: none"> <li>• Yearly evaluation in writing by Club Head Coach</li> <li>• Register online each season with the Club and OSA</li> </ul>   |
| <b>Year 3</b> | <ul style="list-style-type: none"> <li>• Yearly evaluation in writing by Club Head Coach</li> <li>• Apply for and submit updated CRC to Club Screening Officers</li> <li>• Register online each season with the Club and OSA</li> </ul>  |
| <b>Year 4</b> | <ul style="list-style-type: none"> <li>• Repeat Year 2</li> </ul>  |
| <b>Year 5</b> | <ul style="list-style-type: none"> <li>• Repeat Year 3 (then Year 2, Year 3, as above for all returning coaches)</li> </ul>  |
| <b>NOTE</b>   | <p>Anyone who has been absent from a team staff position for more than 12 months must schedule an interview and provide an updated police check (dated after September 30<sup>th</sup> of the current year)</p>  |

Your Police Record Check is considered expired after September 30<sup>th</sup> each year and is valid for the above purpose for a 24 month period. When you apply for a Police Check, you will be given a receipt. This receipt may be used by the Club to get your paperwork moving and enable us to include your name on the DRSA screening list. You must be sure to submit your actual police check as soon as received from the police department. DRSA will be following up if the Club records indicate you have provided us with a receipt but you have not produced your actual police check within a reasonable length of time.

E-mail the Club office to determine when a Screening Officer will be available to present your PRC and, if necessary, schedule a screening interview. As the PRC document is considered to be personal and confidential, you should only present it to a recognized Club Screening Officer. You will be asked by the Screening Officer to sign a form acknowledging that the PRC has been returned to you. The Club is not permitted to keep Police Record Checks and we would ask that you not drop them off or leave them at the Club office under any circumstances.

Full Screening Policy is available – refer to Club Policies & Procedures.

### **13. DISCIPLINE, FINES & ZERO TOLERANCE POLICY**

#### **13.1 Fines**

Team staff must be aware that each team is responsible for any fees or fines charged to your team by the League or Club.

Mail folders must be cleared at the Club no less than once a week in order to be aware of any notices regarding discipline, invoices for fines, fees, or other debts which may have payment deadlines.

In order for the Club to maintain good standing with the leagues, invoices received for team debts will be paid on behalf of the team by the Club. Your team will be invoiced by the Club for those debts. These debts are a team responsibility and to remain in good standing your team must reimburse the Club immediately.

#### **13.2 Discipline**

Check your League website for any disciplinary reports posted. The Club will place a copy of any discipline notices, or reports received in the team mail folder immediately.

Ensure all notices regarding discipline received are checked in detail to determine whether any member of your team or staff is REQUIRED to attend a hearing. This is your team's responsibility.

If a "Hearing" is scheduled (**Discipline by Hearing - DBH**) there will be a case date that you and/or the Coach must attend along with the player. The player book must be presented at the hearing to have the discipline recorded. (You will not be seen without the player book and you or your team will be fined).

If the incident is subject to "**Review**" (**Discipline by Review - DBR**), the Player Book must still be presented to the League office to have the discipline sentence recorded in the book. The player does not need to attend personally to do this.

Check with your League as to their specific deadline to submit the Player Book to be marked with the discipline record. (Example: CSL in previous years has been Thursday by 5 pm following the Hearing/Review Date).

Every player, coach and administrator should be familiar with the penalties for specific offences and the procedure for administering the discipline process. The offences are posted on the Club website and on the

OSA website. Leagues may have specific penalties you should also be familiar with as they may differ from the OSA posted penalties.

### 13.3 Fair Play Code and Zero Tolerance Policy

Team staff must be familiar with our Fair Play Code and Zero Tolerance Policy as well as League and Club policy towards the use of alcohol, tobacco or illegal drugs by team officials when they are in charge of a team. This includes practices, exhibition games, tournaments, scheduled league games, playoff games or cup games.

The Club's policies may be found in our Club Policies & Procedures which is posted on our website. It is recommended that each parent be notified of how to access this document prior to the season.

## 14. FACILITIES

### 14.1 Field Use and Scheduling Policy

Our Club works closely with The Town of Whitby regarding field usage and we have the privilege of being given priority for field permits.

We encourage every member of our Club to respect our relationship with the Town and to comply with Club policy and Town requirements. Please set good examples and reinforce a sense of pride and stewardship in our community while visiting fields and surrounding neighborhoods. Try to leave each location in better condition than when you arrive. When using out-of-town fields, please remember your team is an ambassador for our Club and good field practices are expected.

Only users with a permit from the Town or the Club should be on a Whitby field. Walk-on users may not be on a field during times for which WISC has a permit. Should this happen to you, try to resolve the matter in a non-confrontational manner? Attempt to identify the user and report it to the Club office for follow-up with the Town.

It is each coach, manager and parent's responsibility to educate our children and to abide by these guidelines:

- Your team is responsible for checking for field closures due to bad weather or repairs which will be posted on the Club website as soon as the Town advises
- If a field area is too wet – stay away from that area – a field may be closed while others are open as each field responds differently to rain and drainage
- Only use fields scheduled for your use
- Report trespassers without permits to the Club office
- Bring a trash bag to games and practices - pick up trash – even if it is **not** yours
- Check bleachers and players' benches – our Club is known for cleaning up after ourselves
- Notify the Club afterwards if there is trash present when you arrive at a field
- Be sure dogs are leashed and kept away from the fields
- Do not park in areas not identified for parking, including fire lanes, grassy areas
- Ask fellow team members and supporters to respect all sites we use
- Do not ever inappropriately use designated handicapped parking spots
- If a conflict arises at a field as to who is supposed to be there, work with each other and advise the Club office later in order to resolve the issue
- Report to the Club office as soon as possible if you will not be using your practice or game slot so that others may be assigned your unused time slot
- Be off the field in a timely manner for the next team to follow – be gracious in resolving conflicts
- Never give your field light key to anyone – teams will be charged for improper use of lights

- Use common sense

## 14.2 Early Fields

Fields for the outdoor season are made available to the Club by the Town of Whitby each spring. Notification will be given on the process to be used for requesting a field through the Club office. Early fields may be used up to the date scheduled games begin in May. A process for submitting requests will be posted on the Club website. **DO NOT** submit your request for a field prior to the posted date.

## 14.3 Season Fields

After the season start date in May, a second request for practice fields may be permitted. At this time, all schedules for competitive and recreational games should be in place and unused fields will be made available for practice. A process for submitting your request will be posted on the Club website. **DO NOT** submit your request before the posted time.

## 14.4 Late Fields

To obtain a field after the end of August, a new request must be submitted by e-mail to the Club office for late practice fields.

***DO NOT COMBINE REQUESTS FOR AN EARLY FIELD WITH SUMMER AND/OR LATE FIELDS.***

## 14.5 Lights on Fields

There is no fee charged to use a practice field unless lights are used or required. Teams will be invoiced for light usage except for scheduled league games. With the exception of scheduled late evening games, NEVER use the lights without first advising the Club office. Report to the Club office any usage of lights which appears improper or unauthorized.

## 14.6 Gyms, Fields, Dome or Meeting Room

In order to continue practice indoors after your league outdoor season, you may book a gym through the Club office with the Durham District School Board who provide us with a gym list. You may select your time and preferred school from this list. A deposit of \$100 is required **PRIOR** to an application being submitted to the Board. The balance is due on receipt of your Club invoice and prior to the first date you will use the gym. Deposits and balances must be paid in advance failing which your permit will not be processed or may be cancelled. The Club arranges for insurance coverage for team use of all DDSB and Durham District Catholic School Board facilities.

Should a team choose to practice indoors at another facility (i.e. Trafalgar Castle School, or other); proof of insurance will be required with the name of the additional insured added. For all other facilities, complete the online insurance application form, including the name and mailing address of the facility and e-mail it to the Club Administrator. The Club will forward your request to the DRSA for processing and a copy of the Insurance Certificate, once returned, will be placed in the team mail folder. In this instance, each team is directly responsible for any arrangements regarding payment to the facility as this will not be billed to the Club.

To rent time in the Dome or to book the Soccer Centre meeting room, send an email to the Executive Director and include the dates and times you require. To book the Dome, a \$100 deposit may be required to secure your spot. The dome rental fees are due at the end of each month. Once your booking is confirmed, a permit and invoice will be issued. Your permit will be presented for signing prior to use, and a copy along with your invoice will be placed in your team mail folder for pickup. A copy is kept on file in the Club office.

**FINE:** Failure to comply with Club Field & Facility Use Policy, may result in a fine.

## 15. PHOTOS FOR COMPETITIVE TEAMS

Each team will be scheduled for a photo session in the spring with the Club photographer and each player will receive a team and individual photo. The schedule will be prepared and distributed to the teams and posted on the Club website. Team Managers should ensure that parents and players are aware of the assigned date and time. When the pictures are ready for pick up, the Club will send out a notice regarding distribution.

A form may also be provided by the photographer for purposes of ordering specialty items, such as fridge magnets, posters, banners, etc. Each team is responsible for ordering, payment and distribution of any specialty item ordered and will deal directly with the photography company regarding such an order.

## 16. CAMPS

As clinics, camp or training sessions are scheduled, teams are encouraged to promote and support the Club programs. Details will be posted on the Club website as confirmed.

## 17. WEBSITES, PUBLICATIONS & NICKNAMES

Competitive teams may elect to have their own team website. Team managers must ensure the following policies are adhered to.

### 17.1 Policies

- Team must complete and submit to the Club a formal written request to publish a team website or webpage
- Approval by the Club must be granted before publishing a team website or webpage
- Access to team website beyond the home page must be password protected and access details must be submitted in writing to the Club office
- Site must not use full names of players - only first names and only for group pictures
- Teams must not publish or post phone numbers, email or home addresses of players
- Negative or critical remarks or opinions regarding players, team staff, other teams, game officials or the Club must not be published
- All publications must promote your team and Club positively and proudly
- WISC reserves the right to insist on removal of any website links if, in its view, a site contains information that is detrimental to the image of the Club or any member
- Teams are responsible for monitoring and maintaining their own websites
- Prior to publishing a player photo, it is imperative that the team ensures the parent is aware of the waiver agreed to when completing the Club registration process which indicates they have given consent to do so
- Always respect the privacy and security of all players
- Team staff and players are reminded to adhere to Club guidelines and demonstrate good judgment if using social networking sites (Facebook, Twitter, etc.) as a means of sharing information with other team members. Club Codes of Conduct must be adhered to.

## 17.2 Team Publications

Prior to publishing any document, letter, advertisement, or promotional product or information which includes a reference to the Club, approval must be obtained from the Club. This will include use of the Club logo on any item.

Requests to place information on the Club website must be submitted in a complete format. The Club will not be responsible for wording "press releases" on behalf of teams.

## 17.3 Nicknames

All competitive and all star teams within the organization will all be *known as* **Whitby Iroquois**. The distinguishing factors for each of the competitive or all star team names will be as follows:

*Example: Whitby Iroquois (nickname if used), birth year, gender, rank (if used).*

No improper use of team names will be permitted on league registration, tournament or travel applications, team apparel or gear, or used in any manner to identify WISC competitive or all-star teams.

**Failure to comply with this Club published rule may result in a fine or penalty.**

**CHECK LIST****PRE-SEASON**

- Read and know the Managers Guide thoroughly
- Read and know your League Rules & Regulations and ensure your team complies
- Ensure all team coaching staff are properly certified at the Senior Level (formerly Level 3)
- Ensure current Criminal Record Checks are in place and up-to-date for each team staff member
- Ensure all team staff members have registered through the Club's online registration system for each season of play they are participating in (indoor and outdoor)
- Submit the Request to Appoint Team Staff Form to the Club office as soon as the Coach has been confirmed (other staff may be added later if necessary)
- Submit amended Request to Appoint Team Staff Form to Club office immediately regarding any changes to team staff, or contact information
- Once the team staff form is submitted, ensure new staff request a screening interview
- Schedule team staff meeting to finalize plans for Tournaments, Budget, Fundraising, etc.
- Practice fields – check website for procedure to book a field for training
- Prior to the start of the season, submit a Team Budget, distribute to parents and provide a copy to the Club office
- Once players are confirmed, schedule a Parent Meeting prior to February 28th with a Club representative present by emailing your date and time requested to the Club office
- Submit to Club office the Parent Fair Play Code & Declaration signed by each parent
- Ensure all players register using the Club online registration system and pay
- Proceed to collect competitive team fees from each player
- Submit to the Club office one cheque payable to the Club to cover all competitive team fees, along with completed player identification books, and list of players registered and paid
- Ensure the Club is given sufficient time to process your documents in order to meet any deadlines your team may have
- Attend your required scheduled league meeting prior to the season to pick up schedules, forms and other vital information. Check your league website for mandatory meetings
- Make copies of all relevant documentation for the team staff and parents
- Submit to Club office list of games plus one league cup game for which referee fees are required – attach schedule as backup
- E-mail your schedule (outdoor and indoor as applicable) to the Club office and Club Head Coach as soon as received. Updated schedules should also be forwarded immediately
- Purchase Nets & Flags through the Club office – deposit will be required for all borrowed equipment

**MID-SEASON**

- Distribute the Player/Parent Questionnaire to be completed and submitted to the Club office
- Contact the Club Administrator by e-mail should your team require a practice field beyond the end of August
- Coaches who wish to return in the following outdoor season must complete a new Coach Application Form in mid-August for the following outdoor season
- Prepare and submit to Club office prior to August 1<sup>st</sup> a Mid-Season Financial Statement and list of confirmed Sponsors

**POST-SEASON**

- End of season - return any borrowed equipment to receive deposit refund
- Prepare and hand out a Year-End Budget to the parents and submit a copy to the Club office for the team file and review by the Club Treasurer
- Prepare for the Fall Competitive Team Tryouts – end of September/early October
- If playing indoor, outside of Durham, complete a "Playing-out Application form"  
If you are playing in a league inside of Durham, this is not required

- If playing indoors, prepare and submit registration forms for all team staff, player books, etc.
- Once coaches are approved, submit by e-mail to the Club Administrator your request for a practice facility if you wish to begin indoor practice sessions in October or later
- Dome and gym permits require a deposit prior to booking
- Submit to the Club office a list of players who participate in Fall Tryouts

*Guideline for a***COMPETITIVE TEAM PRE-SEASON MEETING****A G E N D A**

1. Introduction – suggest Team Head Coach introduce his coaching staff.  
If your players are included in your meeting then we suggest the following:
  - a. Players introduce themselves
  - b. Players introduce their parents
2. Coach's goals and objectives. A few key points should be covered off at this time. Make sure you discuss playing time and your substitution policy.
3. Player's responsibilities, expectations, Fair Play Code and rules
4. Parent's responsibilities (Fair Play Code, 24 hour cooling off period).  
Awareness of Club Policies & Procedures document – location, etc.  
Ensure parents are aware that Club follows OSA policies for screening
5. Plans for Season
  - a. Pre-season
  - b. Games
  - c. Practices
  - d. Tournaments
6. Projected Budget
  - a. Parent Declaration (funds left at end of season).
  - b. Budget should be available at start/middle/end of season
7. Sponsorship – Club requirements for who teams can/cannot approach
8. Fundraising – ineligible activities
9. Discipline Hearings
10. Team Name and use (i.e. Whitby Iroquois 1993A Boys)
11. Team Publications and Website Policy
12. Contact List – who parents may contact on staff or at club if they feel it necessary
13. Fines, fees

**FORMS & DOCUMENTS TO BE COMPLETED & RETURNED TO CLUB AFTER MEETING**

- **Parent Declaration - signed**
- **Budget**
- **Handout re parent / player responsibilities**
- **Team Goals & Objectives**

**FORMS REFERENCED IN THIS GUIDE**

1. Competitive Club Coach Application – available on WISC website
2. Request to Appoint Team Staff – on WISC website
3. Team Head Coach Agreement
4. Team Coach Check List
5. Reference list for screening
6. Offer to Play – on WISC website
7. Parent / Player Declaration
8. Player & Team Official Registration Books
9. Fair Play Code for Competitive Team Coaches
10. Fair Play Code for Players – on WISC website
11. Fair Play Code for Parents – on WISC website
12. Request for Referee Fees
13. Budget template
14. Fundraising List
15. Sponsors List
16. Tournament List
17. Travel Insurance Application – online
18. Playing OUT of Durham Form - online
19. Player Transfer Form – International – online only (OSA)
20. Application to Travel in Canada or USA (ATF) – online only (OSA)
21. Application to Travel outside Canada (ATF) – online only (OSA)
22. Application to Host Exhibition Game (AHEG) – online only (OSA)
23. Application to Play in Tournament or Exhibition game – online only (OSA)
24. Registration forms – coaches and administrators - online
25. Player Deregistration Forms
26. Trial Permits (OSA)
27. Temporary Registration Permits

**Note: Coaches & Managers may register online using the Club electronic registration system**

## IMPORTANT LINKS

### Soccer Website Links

|  |  |
|--|--|
| Canadian Soccer Association (CSA)            | <a href="http://www.canadasoccer.com">www.canadasoccer.com</a>             |
| Ontario Soccer Association (OSA)             | <a href="http://www.soccer.on.ca">www.soccer.on.ca</a>                     |
| Durham Region Soccer Association (DRSA)      | <a href="http://www.durhamregionsoccer.ca">www.durhamregionsoccer.ca</a>   |
| Whitby Iroquois Soccer Club (WISC)           | <a href="http://www.whitbysoccer.com">www.whitbysoccer.com</a>             |
| Ontario Indoor Soccer League (OISL)          | <a href="http://www.oisl.com">www.oisl.com</a>                             |
| Ontario Youth Soccer League (OYSL)           | <a href="http://www.oyslsoccer.com">www.oyslsoccer.com</a>                 |
| Central Soccer League (CSL)                  | <a href="http://www.cslsoccer.com">www.cslsoccer.com</a>                   |
| Central Girls Soccer League (CGSL)           | <a href="http://www.cgsl.ca">www.cgsl.ca</a>                               |
| Central East Soccer League (CESL)            | <a href="http://www.ceslonline.com">www.ceslonline.com</a>                 |
| Durham Soccer Leagues (formerly DBSL & DGSL) | <a href="http://www.durhamsoccerleague.com">www.durhamsoccerleague.com</a> |
| District Referee Co-ordinator (DRSA)         | <a href="mailto:www.drcdurham@rogers.com">www.drcdurham@rogers.com</a>     |

### Club Contact Links

|  |  |
|--|--|
| Doug French - President                                | <a href="mailto:president@whitbysoccer.com">president@whitbysoccer.com</a>                 |
| Cyndi Leblanc – Vice President                         | <a href="mailto:vicepresident@whitbysoccer.com">vicepresident@whitbysoccer.com</a>         |
| Alex Kennedy – Competitive Teams Director              | <a href="mailto:alexkennedy03@hotmail.com">alexkennedy03@hotmail.com</a>                   |
| Bill Sidsworth – Executive Director                    | <a href="mailto:executivedirector@whitbysoccer.com">executivedirector@whitbysoccer.com</a> |
| Sandy Arrowsmith – Club Administrator                  | <a href="mailto:admin@whitbysoccer.com">admin@whitbysoccer.com</a>                         |
| Diana Bebek – Administrative Assistant                 | <a href="mailto:general@whitbysoccer.com">general@whitbysoccer.com</a>                     |
| Giselle Donaldson – Administrative Assistant           | <a href="mailto:office@whitbysoccer.com">office@whitbysoccer.com</a>                       |
| Jacqui Beattie – Accounting                            | <a href="mailto:jacqui@whitbysoccer.com">jacqui@whitbysoccer.com</a>                       |
| Deb Eldridge – Special Projects / Registrar            | <a href="mailto:eldridge@whitbysoccer.com">eldridge@whitbysoccer.com</a>                   |
| Mirco Schroff – Director of Coach & Player Development | <a href="mailto:mirco@whitbysoccer.com">mirco@whitbysoccer.com</a>                         |
| Andy Kennedy – Director of Technical Development       | <a href="mailto:kennedy@whitbysoccer.com">kennedy@whitbysoccer.com</a>                     |
| Gord Arrowsmith – Club Head Referee                    | <a href="mailto:gca@rogers.com">gca@rogers.com</a>   |

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## COMPETITIVE TEAMS 2011 FEE SCHEDULE

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|   |       |
|---|-------|
| OSA ID Books - Player / Team Official   | \$5   |
| Temporary Registration Permits  | \$15  |
| Trial Permits   | \$15  |
| Playing Out Permission  | \$25  |
| International Transfer - Amateur  | \$175 |
| Application to Travel (Exhibition & Tournaments)  | \$15  |
| Application to Host Exhibition Game   | \$15  |
| Fine - missing mandatory Club meeting   | \$25  |
| Fine – non-compliance with Club policy<br><i>(to be determined by Board of Directors)</i> |       |

*First offence \$50*

*Second offence \$100*

*Third offence may result in suspension*

## Whitby Iroquois Soccer Club

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Whitby, ON L1R 2P2

Phone: 905-668-2009

Fax: 905-666-2431

[www.whitbysoccer.com](http://www.whitbysoccer.com)

