



2018 – 2019

ADP MANUAL

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Contents of the manual subject to change at the discretion of the Oakville Soccer Club. It is the responsibility of Team Officials to check for updates.

INTRODUCTION

These guidelines have been established by the Oakville Soccer Club (OSC) for the U8-U12 Advanced Development Program (ADP). To deliver consistent programs, it is important that everyone follow these guidelines as well as OSC's [Club By-Laws](#) and [Code of Conduct](#). The guidelines are for your benefit in helping you throughout the year.

U12 parents, players and team officials looking for more information on the Ontario Player Development League (OPDL) please visit www.opdl.ca.

OAKVILLE WILD

The Oakville Soccer Club's official team name and secondary brand is the 'Oakville Wild'. Programs are not to adopt any other team names. The Oakville Wild logo is never to replace the Club's crest, and serves as an additional brand tool for the Club and its teams.

PHILOSOPHY

The Oakville Soccer Club believes in providing a "Positive Soccer Experience" to all members. Everyone at OSC deserves the opportunity to develop their abilities to their full potential.

Skill development is the primary goal for all youth players, particularly between the ages of 7 and 12, as outlined in the [CSA's Long Term Player Development \(LTPD\) model](#). OSC will focus its resources on skill development by creating a developmental environment for every player that matches his/her individual playing needs and abilities. As players mature, they need to be given the freedom to move up or down the competitive spectrum, depending on what environment best meets their developmental stage.

DEVELOPMENTAL PROGRAM STRUCTURE

The Advanced Development Program is player centric (focus is on individual player development), registration does not ensure placement on a particular game day roster. OSC follows the [Developmental Matrix](#) as outlined by Ontario Soccer.

PLAYERS

Any individual who is interested in being part of the OSC Advanced Development Program must agree to the Club's philosophy, and must have a clear understanding that player development is ongoing. It is important to understand that selection to an ADP game day roster is not a permanent placement. The selections are simply an indication of where a player is in relation to his/her peers at that point in time. Players develop at different rates and will be given opportunities to play at different levels according to their developmental needs.

For any questions specific to your child's program, the first line of communication must be with the Age Group Head Coach of the program. If the question is administrative then the Age Group Head Coach will direct that question to the Technical Programs Coordinator. If the question is Technical then it will be directed to the Grassroots Program Manager.

COACHING STAFF STRUCTURE

- The Grassroots Program Manager, along with the Director of Coaching Development, will select and hire the ADP Age Group Head Coaches (AGHCs), Staff Coaches and any support staff for each age group/gender.

- The U8-U10 programs have a dedicated AGHC for each age/gender but work together with the other U8-U10 age group/gender AGHC's during training. During the indoor portion of the program, at the indoor turf training sessions, players will go through stations and will work with a range of AGHCs and other support staff during that time. During gym sessions, the age group /gender specific AGHC will run the sessions with the assistance of either Staff and/or Volunteer Coaches for that specific age group/gender. When the program moves outdoors, they will play on grass and you will see a similar structure.
- In the U8-U10 age groups - the AGHC serves as the Head Coach for the entire age group/gender and is responsible for the development of all the players in that group.
- The AGHC will also select and be responsible for Volunteer Coaches, with the approval of the Grassroots Program Manager and Director of Coaching Development.
- In the U11-U12 age groups the player pool is split into three groups each with a dedicated Staff Coach. Sometimes the Staff Coaches are parents who have the required experience and have received their certifications while previously volunteering in the program at U8-U10. Volunteer Coaches can still be utilized in these age groups and work closely with the other program Coaches.
- Each ADP training session (U8-U12) will run for a 60 minutes in duration. You can find information on the Grassroots Player Development Model by [clicking here](#).

If you are interested in becoming a Staff or Volunteer Coach, please reach out to the Grassroots Program Manager for more information.

COACH & MANAGER CODE OF CONDUCT

All Team Officials are expected to abide by OSC's [Coach & Manager Code of Conduct](#).

POLICE CHECKS

A Vulnerable Sector Screening must be obtained and submitted to the Club by all team staff members prior to the start of the fall/winter program. A receipt indicating that you have applied for your screening must be submitted within seven days of your appointment. Screenings must be updated every two years as per OSC Policy, regardless of any written expiry dates on the document. It is the individual's responsibility to make sure that they have met this requirement and have submitted all required documentation to the Club.

The Club will reimburse the cost of the screening only upon **receipt of the original document and if all the coaching course requirements have been met.** A photocopy of the document can be made for your records.

A photocopy will also be accepted by the Club; however, [reimbursement will not be processed](#).

Reimbursements will be processed by the end of the season in which they were received.

New in 2019 – The Oakville Soccer Club has partnered with Sterling Talent Solutions and now offers online screening services online <https://www.mybackcheck.com/Public/Login.aspx>. The cost is invoiced directly to the Club and a copy of the screening is available for the Club to download once it is completed.

RULE OF TWO

When any Team Official (Coach, Assistant Coach, Manager or Assistant Manager) is in a potentially vulnerable situation or any one-on-one situations with a player(s) (ex. locker room or meeting room), another Team Official, adult of the same gender, or the parent/guardian of the player(s) must be present.

DEVELOPMENT AND QUALIFICATIONS

Coaching requirements are set by Ontario Soccer and can be found [here](#) .

All coaches, including volunteers, are encouraged to continue their coaching education and are required to hold the following certificates/licenses to participate within a program:

U8 ADP

- Age Group Head Coaches and Volunteer Coaches – Fundamentals, Game Leader, Making Ethical Decisions, Respect in Sport and Making Headway certifications. The next step would be Learn to Train.
- Valid vulnerable sector screening dated within the last two years.

U9-U12 ADP

- Age Group Head Coaches, Staff Coaches and Volunteer Coaches – Learn to Train, Making Ethical Decisions, Respect in Sport, Laws of the Game (spring/summer only) and Making Headway certifications. The next step would be a C License.
- Valid vulnerable sector screening dated within the last two years.

U13 OPDL

- Head Coach requires a minimum National B Part 1 (formerly known as the Provincial B) License, Making Ethical Decisions, Respect in Sport and Making Headway. The next step would be a National B License.
- Assistant Coach requires a minimum C License, Making Ethical Decisions, Respect in Sport and Making Headway
- All require a valid vulnerable sector screening report dated within the last two years.

As of **January 2017**, all Age Group Head Coaches, Staff Coaches and Volunteer Coaches will be required to have the minimum LTPD certification for the age group they are coaching as per above. Previous certificates such as the Child/Youth and Senior certificates are no longer valid.

All high-performance licenses, including the former Pre-B, **expire after five years from the date they were acquired**. If you have any questions regarding licensing or expiry, please contact the Director of Coach Development or Ontario Soccer.

COURSE REIMBURSEMENT

The Director of Coach Development must approve any coaches applying to take coaching licenses in advance. Coaches who apply on their own without prior approval will not be reimbursed by the Club pass or fail.

- **Active Start** – Club will reimburse 100% of cost once completed. The coach must have a current coaching placement at OSC that requires the certification.
- **FUNDamentals** – see note below.
- **Learn to Train** – see note below.

For the above noted FUNDamentals and Learn to Train certifications, the Club will reimburse 50% once the following criteria have been met:

- Proof of successful completion of **all five requirements** (as outlined in the Development and Qualifications section of this manual).
- A valid vulnerable sector screening.
- Completion of a coach's card and registration form.
- Placement at OSC that requires these certifications

The remaining 50% will be refunded at the end of the spring/summer season of satisfactory coaching resulting in 100% cost coverage by the Club.

HIGH PERFORMANCE LICENSES

The Senior Technical Director must approve any coaching registration in any of the CSA/OSA High Performance coaching licenses (C License, Provincial B, National B or National A).

- Reimbursement is for **course fee only** (including assessment fees).
- For the C license - after completion of assessment 50% reimbursement will be given and the remaining 50% at the end of the proceeding spring/summer season of satisfactory coaching.
- For all other high performance licenses - after successful completion of assessment and **a copy of the license/certificate and receipt of payment of course fees has been received by the Club.** 50% reimbursement will be given once the certification is received and the remaining 50% at the end of the proceeding spring/summer season of satisfactory coaching.

Coaches must actively be coaching at the Club to be eligible for reimbursement for any and all Coaching courses.

As of January 2017, any coach wishing to take UEFA licenses must do so at their own expense.

Coaching course dates and location can be found [here](#).

****If you have any questions about licenses/certifications, please contact the Director of Coach Development.****

OSC PLAYER MOVEMENT PROCESS

- Communication should always be face to face with player and parent.
- When Coaches present concerns to the player and parents, they should also present a plan for the player to improve their performance.
- Should there be a need to release a player; Coaches should first contact the Grassroots Program Manager. A written and verbal evaluation, prior to the release of a player, is mandatory.
- Exit interviews will be conducted with any families who leave the program

GAME DAY ROSTERS

There are no exceptions to the following:

In the Indoor Soccer League and the Outdoor Peel Halton Development League (PHDL), U8-U12, the following roster numbers will be in compliance with Ontario Soccer's [Developmental Matrix](#):

- U8 will roster 8 to 10 players per Game Day Roster
- U9 will roster 9 to 12 players per Game Day Roster
- U10 will roster 9 to 12 players per Game Day Roster
- U11 will roster 12 to 16 players per Game Day Roster
- U12 will roster 12 to 16 players per Game Day Roster

Each individual Game Day Roster, from U8-U12, must have a designated coach. No coach will be allowed to coach more than one roster during festival days/games.

Age groups participating in the indoor league or outdoor festivals have the freedom to move unlimited numbers of players between Development and Target Game Day Rosters week to week. **Upon registration parents/players agree to this movement at the discretion of the Age Group Head Coach.**

RESIDENCY GUIDELINES

A resident is defined as a person whose official residence is the Town of Oakville. As a community organization, the Oakville Soccer Club is committed to providing developmental and competitive opportunities for local players.

Programs will be required to submit a [Player Exception Form](#) to the Senior Technical Director for written approval for each non-resident player they are requesting to register with the Club. **Important Note - this must be done prior to committing to the player/parents.** Exceptions are valid for one full year (fall/winter & spring/summer).

The ADP will only be open to Oakville residents, with the following exceptions:

- Any players with a sibling currently playing in the ADP or RDP.
- Any players whose mother or father currently works at Oakville Soccer Club.
- Any player identified from the House League, House League Development or Open Development programs.
- Players who are designated in the Goalkeeper position.

ALL exceptions to the guidelines MUST be approved by the Senior Technical Director.

Out-of-Town Residency Fee

A \$10.00 out-of-town residency fee will be applied to all program registrations for players who do not reside within the Town of Oakville.

UNDER AGE PLAYERS

Underage players must be approved by the Grassroots Program Manager, **prior to committing to the player/parent.** Ontario Soccer's policy regarding under age players in U8-U12 is that a [Fast Tracking form](#) must be completed once per season. This Fast Tracking form must further go to the District for review and final approval before the player can be rostered to the age group/gender.

RECREATIONAL PLAYER CALL UPS

Please contact the Grassroots Program Manager.

OSC REGISTRATION POLICY

Individual players who have not paid their registration fees, in full, by the deadline (via full payment or approved payment alternative through the Finance Department) will not be allowed to participate in any training sessions or games until they have resolved their outstanding debt to the Club.

If player cards are required, they will not be validated until registration is resolved.

Please note: Members who are enrolled in the [OSC Fee Assistance Program](#) are not affected by this policy but should contact the Finance Department to process registration.

PLAYER REGISTRATION

The ADP has moved to an annual registration fee. Registration for the new season will open in June (exact date TBA). The registration deadline for current ADP players will be in August (exact date TBA) approximately two weeks before the end of the season. Registration and payment must be completed by this date to ensure your spot in the program. A registration email outlining payment due dates etc. will be sent to all current ADP members.

Any questions regarding this process please contact the Grassroots Program Manager.

General Requirements

1. All current ADP players will have first opportunity to re-register for the next season of ADP.
2. The Technical Department will communicate a deadline in which players will have an opportunity to accept their spot by completing the registration and payment process. Failure to register and pay the program fee by the deadline (or to arrange a payment alternative with the Finance department) will result in the player forfeiting their place in the program. **Note: It is the family's responsibility to contact the Finance Department to make arrangements – it will not be assumed that players are continuing in the program.**
3. Program fees for additional age group/gender expenses should be paid directly to the age group/gender coach or manager.
4. Families who choose to go on extended vacations/leaves may still register for the upcoming ADP season but the fees will not be prorated as they are filling a spot.
5. Families who choose not to re-register for the following season in which they are currently registered must be aware that their spot is not guaranteed for the proceeding season (see point #1.)
6. OSC is not responsible for indoor or outdoor festival schedules. Once our season has ended players who are not registered for the proceeding season are no longer allowed to participate in further events. For example, if the fall/winter season ends on March 31st and the indoor league schedule continues to May – non returning players will not be eligible to participate in further training, games or other program events after March 31st.

“TRY-OUTS” U8-U12

As an advocate for Long Term Player Development, the Oakville Soccer Club strives to ensure our practices are in line with those mandated by Ontario Soccer. OSC no longer holds formal tryouts for U8-U12 but will instead invite players out to the current ADP for 2-4 sessions. This allows the player/parent to evaluate the program as well as for our experienced coaches to give feedback to the player/parent regarding the player's potential at that given time. There are various programs at OSC and the appropriate one for the child's development will be recommended.

All current ADP players will have the opportunity to register for the proceeding season. Program spaces that remain vacant in each age group, after the current player registration deadline has passed, will be filled by players identified by OSC Technical Staff through the Open Development, House League and Ultimate House League programs.

Current U7 OSC House League, Ultimate House League or Open Development players will be invited to a U8 ADP Open House during the summer.

INVITING NEW PLAYERS

The Grassroots Program Manager must be made aware of any player being invited into the program.

Invited players must receive a minimum of two sessions and a maximum of four sessions. Players are not permitted to train with a program if they have not registered with the Club after these sessions.

When inviting new players, not currently registered at OSC (i.e. new residents), to your training environment coaches must ensure that the player completes an [OSC Participation Waiver](#). Players under 18 must have a parent/guardian sign the waiver. A copy of the waiver should be sent to the Grassroots Program Manager.

Should the player be successful with a position in the program please notify the Grassroots Program Manager. The Technical Programs Coordinator will require an updated player pool and completed player card requirements. Registration fees are not prorated until after the first 30 days of the program has passed – full registration is required within the first 30 days.

Please note adding a player can take two weeks or more depending on the volume of transactions at OSC as well as at the District.

CONDUCT OF PLAYERS AND SPECTATORS

All coaches are responsible for the conduct of their players and spectators. Remember that proper conduct applies to all games. Coaches and Clubs can be fined for inappropriate conduct of players/parents/fans and **any fines incurred are the responsibility of the individual program and shall be paid from their team account with no exceptions.**

Every effort should be made to educate the parents of your program that the Club has a zero tolerance for abusive and unruly conduct.

OSC players must, at all times, conduct themselves not only to the letter of the FIFA laws but also the spirit of the laws as bound by the Club, District, and the Town of Oakville (see OSC's [Fair Play Code of Conduct](#).)

Match Officials are instructed to approach the Coach when they feel the fans are not conducting themselves properly. OSC has adopted a [Friendly Fan Policy](#) – Fair Play Code of Conduct for Parents, Legal Guardians and Spectators (non-Ontario Soccer registrants) - and the Town of Oakville's [Good Neighbour](#) and [Rzone](#) Policies.

It is the responsibility of the Coach to ask the fan(s) to behave in a proper manner or exit the field. If the behavior pattern does not improve the Game Official may step in as outlined in the [Friendly Fan Policy](#).

DISCIPLINE

All games shall be played in accordance with the [Laws of the Game](#) as published by the Fédération Internationale de Football Association (FIFA) and Ontario Soccer.

Discipline is administered in compliance with [Ontario Soccer Discipline Policies](#) and is detailed out in OSC's [Discipline Policy](#).

Please refer to OSC's [Serious Occurrence Policy](#) for more information

Ontario Soccer, Peel Halton District and League Discipline

- The Senior Technical Director, Grassroots Program Manager and the Club Head Referee must be informed immediately of any pending discipline case(s) against the Coach, Team Official or player.
- When any team official or player is asked to appear before any League, District or Ontario Soccer discipline board or committee, they must have an OSC representative present. Attendance by the accused is mandatory, proxy is not acceptable.
- The team official and/or player's parent/guardian must pay for all fines levied against them. OSC shall not be responsible for any fines. The leagues will fine the Club who in turn will invoice the team official or parent/guardian accordingly.
- **OSC also reserves the right to add additional fines up to \$250.00 above the league fine if the offending Team Official/player is deemed especially negligent or has repeated discipline issues.**

ANTI-BULLYING

Please refer to OSC's [Anti-Bullying Policy](#) for more information.

TEAM SNAP

All age groups/genders must use Team Snap and keep it up to date. The importance of having up-to-date [emergency contact information](#) must be stressed to parents. Once an account is set up for a player, parents can add to and amend their contact information and are expected to keep it current.

If any player chooses to leave your team, please delete them and submit a release form, their card, plus an amended player pool to the Technical Programs Coordinator.

No coaches or team officials should be using any other means to communicate - Team Snap is an effective tool that all coaches are expected to use when sending out communication. Managers are responsible for keeping the roster and schedule up-to-date and notifying the Technical Programs Coordinator of any changes.

For technical support ie login issues, please contact Team Snap directly.

EMAIL

AGHCs and Staff Coaches are provided with an Oakville Soccer Club email address that must be used for all communication with programs/players/parents. It is the coach's responsibility to have this email set up and to check it regularly (mobile device settings are available on request). OSC will use this email address on our website and when communicating with our membership. If you require assistance in setting up your email account, please contact the Technical Programs Coordinator.

Effective for the Spring/Summer 2017 season coaches will no longer be able to forward their OSC email to their personal account.

In the interest of protecting information of minors it is imperative that OSC's [Social Media & Email Policy](#) be followed.

OUTDOOR FIELD USE

Programs cannot practice on turf or grass fields prior to permits being obtained from the Town of Oakville in the spring or fall. Any infraction of unauthorized use of fields can result in the immediate cancellation of any future scheduled bookings. As well as any fines incurred will be the responsibility of the team official responsible.

TRAINING FIELD ALLOCATIONS

Training fields will be allocated by the Technical Department. For any additional information please contact the Scheduling Coordinator.

Please note that The Town of Oakville and/or OSC reserves the right to cancel a permit/booking at any time and will act in due diligence to inform age group/genders as soon as possible.

PINE GLEN SOCCER CENTRE

INDOOR FACILITY ETIQUETTE – All players, parents/spectators and team officials are expected to adhere to the following:

1. Players must **not** enter the field until their session is set to begin. If the session starts at 6pm you may not enter the field until five (5) minutes prior to 6pm.
2. Please exit through Field D at the end of your training session - this includes all equipment.
3. You must **leave the field promptly at the end of your session**. For example, if your training session is from 6-7pm, players and all equipment must be off the field at 7pm sharp – including all equipment. Do not allow players to linger or have meetings on the field or at the side of the field; exit the field completely. This is for your safety and the safety of the next user group. If you wish, you may use a vacant change room or book a meeting room to have a gathering.
4. If you have borrowed or moved equipment, please have that equipment back to its original place **by the end of your session**, not *after* your session has ended.
5. If required by the next group, dividers must be down **by the end of your session**, not after your session has ended. Please do not have anything in the middle of the field such as bags, water bottles etc. This will help the facility staff put the dividers down in a timely manner.
6. Reminder: when dividers are going up or down, it is a safety hazard to have players, coaches and managers go under the dividers. **This is strictly prohibited.**
7. If any changes to field set up are required – please contact the Facility Manager the day before so Staff are aware and can manage their time accordingly.
8. Absolutely no liquids or food, other than water, are allowed on the fields.
9. **Players should be told to carry their soccer balls in the hallways**. Business is being conducted by the front desk, and other staff in the facility including our three meeting rooms. It is a not only noisy but a safety hazard as there are glass frames/photos and memorabilia lining the hallways.
10. **Parents and guardians are not permitted on the turf fields unless expressly permitted by the Coaches or Technical Department.**

Please note that OSC reserves the right to cancel a booking at any time and will act in due diligence to inform programs as soon as possible.

MEETING ROOM USE

Programs that require meeting space at the Pine Glen Indoor Facility can request one at no cost. Cancellations must be received 48 hours in advance. Any program who does not cancel within the guideline will be charged the maximum rental fee of \$350.

For booking inquiries/availability, please contact OSC's Facility Manager.

PRIVATE RENTALS

Any program that arranges its own fields/facility privately may do so with OSC insurance coverage. Please email the Director of Finance and Human Resources for details on how to proceed.

GYM RENTALS

Gyms will be allocated by the Technical Department. Should you wish to purchase additional gym time, please contact the Grassroots Program Manager for approval, prior to contacting the Scheduling Coordinator.

TRAINING SCHEDULE CHANGES

Programs are not permitted to change their training times once they are set unless with consent from the Technical Program Coordinator.

GATE & LIGHT CODES

During the spring/summer season, programs may require gate and light codes to open field gates and operate the lights at the lit fields. The AGHC should contact the Scheduling Coordinator during office hours if they require this information.

FIELD CLOSURES

In the event of inclement weather, where the Town of Oakville deems usage of fields a safety hazard, teams will be notified by the Scheduling Coordinator. The Town also advises to check their website for the most up to date information on field closures: <https://www.oakville.ca/culturerec/sports-field-closures.html>

MEMORABLE EVENTS PARTICIPATION – U11 & U12 ADP ONLY

Programs who wish to participate in a memorable event, according to the Ontario Soccer Development Matrix, **must have prior written approval from the Grassroots Program Manager**. Participation in such an event must have a clear benefit to the development of the age group/genders players and must be in an LTPD compliant event. **The club can provide a list of pre-approved events.**

If approval for participation is granted, the necessary travel permits and documentation must be sought from the District Association (Peel Halton Soccer Association). Please contact Dianne Sporcic for more information dsporcic@oakvillesoccer.ca

TRAVEL AND EXHIBITION GAMES

****NEW in 2019:** Any team approved to travel outside of Ontario will be required to have an OSC full-time staff member attend the event and be a representative of the club. Teams will bear the cost of

travel & accommodation of the staff member. Exceptions will be at the discretion of the Senior Technical Director.

All travel and exhibition games **require the approval** of the Grassroots Program Manager. Please contact directly for more information on the guidelines. The travel policy, if applicable, can be forwarded as a separate document.

PLAYER INSURANCE COVERAGE

OSC has acquired insurance for all registered players in the Club participating in OSA sanctioned activities, such as games and training. Guest players practicing, or trying out through the season, must be formally identified and must complete a waiver form.

[Ontario Soccer's Insurance Coverage](#) will commence on the day the completed registrations, acceptable to the District Registrar (PHSA), are validated in the District Office.

The OSC's insurance coverage will commence on the receipt of completed registration (online or in person), including payment to the OSC. For more information see OSC's [Insurance Policy](#).

The claim forms are available on both Ontario Soccer and OSC websites. They should be sent to the address indicated on the form.

If you have any questions regarding insurance, please contact the Director of Finance and Human Resources.

FINANCES

Program budgets are created using OSC's [Financial Statement Template](#) and must be made available to the parents.

All programs must submit a financial statement of the previous year's revenues and expenses by October 31st to the Director of Finance and Human Resources.

Parents are to receive a clear outline of the program's spending of monies received from sponsors and/or fundraising activities.

BANK ACCOUNTS

- Bank account name must represent the gender and year of birth. For example: OSC Girls 2008.
- AGHCs are responsible for appointing a person to oversee the age group/gender finances and accountability for the good financial health of the group.
- All age group/genders must open their bank account at an OSC approved banking institution. The Director of Finance and Human Resources can provide a list of approved institutions. Teams are responsible for all bank charges/fees.
- If an age group/gender requires approval for financial institutions that are not on the approved list, they can request an exemption, in writing, stating the reasons to the Director of Finance and Human Resources.
- **All age group/gender withdrawals are to have two authorized signatures. OSC staff, Coaches, Assistant Coaches and those affiliated with the OSC/Coaching staff (i.e. spouses) cannot be a signatory for their team.**

- Any monies obtained through sponsorship or fundraising activities must be used for the purpose they were intended, and may not be refunded to the families at the end of the season. If a player decides to leave the Club, or is released from the age group/gender, no sponsorship or fundraising monies are entitled to them for reimbursement.
- Age groups/genders may carry over no more than \$250 per year to the next (i.e. spring/summer to fall/winter) season. Exceptions need to be approved by the Director of Finance and Human Resources.
- **Any equipment purchased through these funds remains the property of the age group/gender.**

FEE ASSISTANCE AND PAYMENT PLANS

OSC offers a fee assistance program for **Oakville residents only**. For more information please see OSC's [Fee Assistance Policy](#) or have families contact the Director of Finance and Human Resources for information on payment plans and other assistance options.

REFEREE FEE REIMBURSEMENT

Please fill out and submit the [Referee Fee Reimbursement Form](#) to the Director of Finance and Human Resources, along with your Indoor Soccer League (ISL) schedule (fall/winter) or your PHDL Festival schedule (spring/summer) **if applicable** to be reimbursed. Please make sure that you provide your **entire** schedule. Note: all referee reimbursement cheques will be made payable to the age group/gender not an individual.

REFUND POLICY

For more information please see OSC's [Refund Policy](#).

Please make sure families are aware of this policy. Do not assume a refund may be available.

MEDICAL FORMS

Each player must complete an OSC [Medical Form](#) after fall/winter registration. A copy should be kept with the Coaches and Team Manager at all training sessions and games. After the summer season the documents should be brought to the Club where they will be shredded and new forms collected again for the new season. If parent wish to opt out of completing a medical form for their child, then there is an optout box on the form that they can check and sign.

FIRST AID REQUIREMENTS

In review of the steady increase in the number of reported cases of injuries to players over recent years and to reinforce our commitment to the safety and security of our players the following criteria will be mandatory for all:

U8-U10 - The AGHC and a Volunteer Coach per game day roster must be certified in Standard First Aid Level C. For female teams, one female 'mom the bench' can replace or be in addition to the Volunteer Coach for certification. One certified Team Official should be present at all training sessions and all festival games.

U11-U12 – The Staff Coaches must be certified in Standard First Aid Level C. For female teams, one female 'mom the bench' can be in addition to the AGHC and Staff Coaches for certification. One certified Team Official should be present at all training sessions and all festival games.

OSC will run courses from time to time and will cover the cost for AGHCs, Staff Coaches, Volunteer Coaches and 'moms on the bench' for female teams as outlined above.

Participants must pay the \$50 registration fees up front to ensure attendance and will be reimbursed after attendance and course completion is confirmed. A receipt should be sent to the First Aid Course Coordinator after the course for a refund.

Should individuals choose to attend a course outside the OSC – then OSC will only reimburse a maximum of \$50.

Any additional staff can partake in the courses at their own expense if there are spaces. First priority will be given to teams needing the minimum team officials to be certified.

The First Aid Course Coordinator, Katryna Indewey, can be reached at kindewey@oakvillesoccer.ca

INCIDENT AND INJURY REPORTS

OSC has implemented an [Emergency Action Plan](#) to ensure that all coaches and team officials understand what is required of them in the event of an incident or injury during an OSC sanctioned game or practice.

Copies of the [Incident and Injury Report](#) must be submitted to the Technical Department and the original retained in the team file.

CONCUSSION MANAGEMENT

Please refer to OSC's [Concussion/Return to Play Policy](#) for more information.

SPONSORSHIP

Reliance Home Comfort is OSC's exclusive development/competitive team partner. Their logo will be displayed on all home, away and practice uniforms.

As always, OSC has an agreement with a group of corporate partners to provide them with category exclusivity. Category exclusivity means that they are the only recognized sponsors of the Club in their respective industry.

Teams must refrain from getting sponsorships from competitors as this would be in violation of the OSC's existing agreement with these partners.

New for the 2019 outdoor season, INARIA is the official supplier of OSC's Advanced Development Program for game day and training uniforms.

Coaches and Team Officials are required to comply with OSC's dress code/sponsorship agreement and wear only our exclusive partners while coaching and or participating in OSC events.

Program sponsors' name(s) may only be placed on uniforms in a 2"x 4" area on either sleeve. Contact the Director of Corporate Sponsorships for sponsorship approval before any commitments are made.

Absolutely no modifications and no advertising is permitted on Club tracksuits.

Please contact the Director of Corporate Sponsorships jneefs@oakvillesoccer.ca for any sponsorship inquiries and refer to OSC's [Sponsorship Policy](#) for more information.

Any questions about Uniforms or Equipment should be directed to Dianne Sporcic dsporcic@oakvillesoccer.ca

FUNDRAISING

Opportunities to fundraise are available for all ADP age groups/genders within the Pine Glen Soccer Centre (For example, bake sales and raffles.) Groups are to contact the Director of Operations ljoiner@oakvillesoccer.ca for more information and to reserve your spot.

Please contact the Director of Corporate Sponsorships jneefs@oakvillesoccer.ca for any other fundraising inquiries.

Team officials should refer to OSC's [Fundraising Policy](#) for more information.

PHOTOS

Information regarding photo day will be sent out to age groups/genders in approximately May.

INCLUDES

Every ADP player will receive their group photo along with an individual photo, as a part of their spring/summer fees. We advise groups to arrive in advance of their timeslot to make sure everyone is organized. There is only a need to complete the photo form if the player wishes to purchase additional items.

WHAT TO WEAR

All players must wear their OSC home uniform (white jersey, red shorts, white socks) with Reliance Home Comfort sponsorship screening and team officials must wear their appropriate Umbro coaching attire.

PHOTO PICK UP

The photos are delivered to the Pine Glen Soccer Centre. An email will go out to the age groups/genders when the photos are ready for pick-up. Whoever is nominated to pick them up must sign for them. The team officials are responsible for distributing to the players.

PROGRAM SUCCESS STORIES

OSC is pleased to celebrate the success of our programs/players/members by posting articles and photos on our website and submitting these stories to local publications.

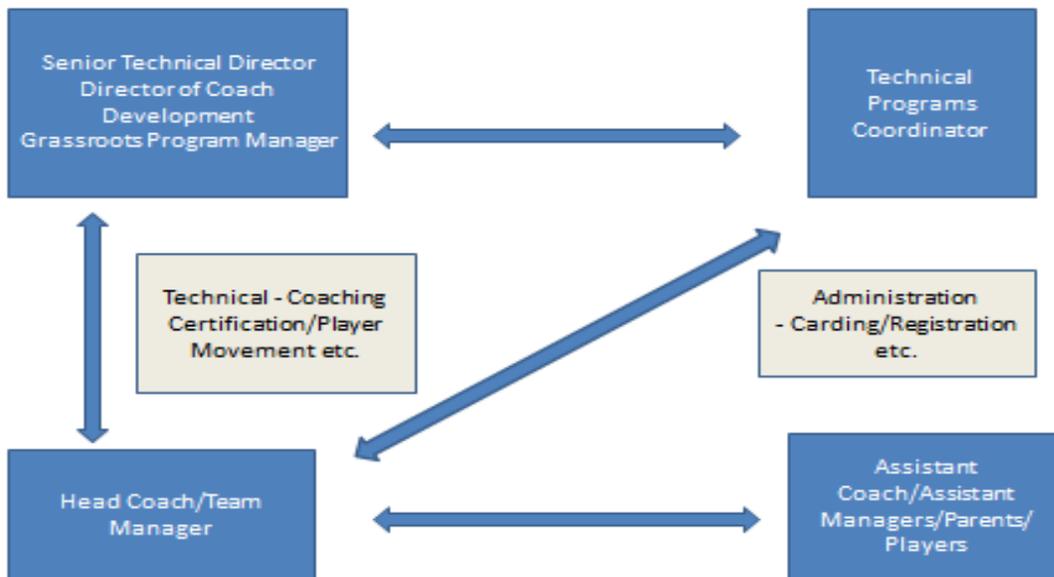
- Do not contact local media outlets directly. Your success stories will be passed on to the media by OSC after they have been approved.
- Please submit your materials within **two days** of the event using the [Rep Team Success Story Submission Form](#). Please ensure that all fields are filled out and all the necessary information is included on the form.
- Send your story to the Director of Marketing & Communications.
- Whenever possible, please submit a photo with your article. Keep in mind that photos should always be sent as a separate attachment. Photos for print publication must be high resolution

and at least 1MB in size. You must indicate the full names of everyone in the photo from left to right.

OSC will pass on success stories to local media outlets, however publication of the article is at the media outlet’s discretion. Sometimes there may not be room in the issue immediately following your submission, however, please continue to watch for your article as it will likely be published at a later date. OSC will strive to publish all stories on the Club’s website and social media channels.

COMMUNICATION

In an effort to streamline communication and keep all relevant parties informed please follow the chart below:



OAKVILLE SOCCER CLUB STAFF CONTACTS

Office Hours are 9am-5pm Monday to Thursday; Friday 9am-3pm

Name	Title	Phone 905-849-4436	Email
Executive			

David Harris	Executive Director	Ext. 4444	dharris@oakvillesoccer.ca
Technical			
Chris Grierson	Senior Technical Director	Ext. 4447	cgrierson@oakvillesoccer.ca
Mark Worton	Director of Coach Development		mworton@oakvillesoccer.ca
Gareth Davies	Grassroots Program Manager	Ext. 4453	gdavies@oakvillesoccer.ca
Michelle Parato Schers	Technical Programs Coordinator	Ext. 4446	mparato@oakvillesoccer.ca
Richard Bowden	Referee Development Manager	Ext. 4428	rbowden@oakvillesoccer.ca
Nick Vetro	Youth House League & Special Programs Coordinator	Ext. 4459	nvetro@oakvillesoccer.ca
Derek Salvador	Strength & Conditioning Coach	n/a	dsalvador@oakvillesoccer.ca
John Moreira	Head Goalkeeper Coach	n/a	technical@oakvillesoccer.ca
Marketing & Communications			
Katryna Indewey	Director of Marketing & Communications	Ext. 4435	kindewey@oakvillesoccer.ca
Joy Pearson	Director of Corporate Sponsorships	Ext. 4433	jpearson@oakvillesoccer.ca
Greg Sinclair	Marketing & Events Manager	Ext. 4431	gsinclair@oakvillesoccer.ca
Operations			
Lynn Joiner	Director of Operations	Ext. 4443	ljoiner@oakvillesoccer.ca
David Zanic	Facility Manager	Ext. 4454	dzanic@oakvillesoccer.ca
Victoria Jacobs	Scheduling Coordinator	Ext. 4429	vjacobs@oakvillesoccer.ca
Dianne Sporcic	Equipment Coordinator	Ext. 4430	dsporcic@oakvillesoccer.ca
Scott Birkbeck	Adult Programs Coordinator	Ext. 4434	sbirkbeck@oakvillesoccer.ca
Finance			
Paula Lachance	Director of Finance & Human Resources	Ext. 4437	plachance@oakvillesoccer.ca
JP Parisé	Accounting Coordinator & Business Analyst	Ext. 4449	jparise@oakvillesoccer.ca

FORMS

- [Ontario Soccer Fast Tracking Form for Players U7-U8](#)
- [Ontario Soccer Fast Tracking Form for Players U9-U11](#)
- [Ontario Soccer Fast Tracking Form for Players U12](#)

- [OSC Incident & Injury Report](#)
- [OSC Medical Form](#)
- [OSC Financial Template](#)
- [OSC Fee Assistance Application Form](#)
- [OSC Player Participation Waiver](#)
- [OSC Player Exception Form](#)
- [OSC Referee Fee Reimbursement Sheet](#)
- [OSC Serious Occurrence Report Form](#)

ORGANIZATIONAL POLICIES

- [OSC Anti-Bullying Policy](#)
- [OSC Anti-Doping Policy](#)
- [OSC Child Protection Code of Conduct](#)
- [OSC Coach & Manager Code of Conduct](#)
- [OSC Coach Emergency Action Plan](#)
- [OSC Concussion and Return to Play Policy](#)
- [OSC Discipline Policy](#)
- [OSC Fair Play Code of Conduct](#)
- [OSC Family Discount Policy and Procedure](#)
- [OSC Fee Assistance Policy](#)
- [OSC Friendly Fan Policy](#)
- [OSC Fundraising Policy](#)
- [OSC General By-Laws](#)
- [OSC Jewelry Policy](#)
- [OSC Refund Policy](#)
- [OSC Serious Occurrence Policy](#)
- [OSC Serious Occurrence Report Review & Resolution Procedure](#)
- [OSC Sponsorship Policy](#)
- [OSC Social Media & Email Policy](#)
- [OSC Insurance Policy](#)

EXTERNAL LINKS

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| <ul style="list-style-type: none"> • Canada Soccer • CSA Wellness to World Cup • CSA Lightning Safety/Severe Weather Policy • FIFA Law 4 • FIFA Laws of the Game • Halton Regional Police Department – Police Check • Ontario Soccer • Ontario Soccer Policies • Ontario Soccer Published Rules • | <ul style="list-style-type: none"> • Ontario Soccer Player Development Resources • Town of Oakville Good Neighbour Policy • Town of Oakville R-Zone Policy • Canadian Centre for Child Protection Inc. Guidelines for Adults Interacting with Children in Sport • Canadian Centre for Child Protection Inc. Reporting Sexual Abuse & Misconduct • Canadian Centre for Child Protection Inc. Steps for Reporting Inappropriate Conduct • Canadian Centre for Child Protection Inc. Steps for Reporting Child Abuse |
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