



2018 – 2019

RDP MANUAL

Revised April 1, 2019

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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 U13-U18 Rep Development Program (RDP) and the U21 Senior Soccer Program. To deliver consistent programs, it is important that everyone follow these guidelines as well as our [Club By-Laws](#) and [Code of Conduct](#). The guidelines are for your benefit in helping you throughout the year.

For more information on the Ontario Player Development League (OPDL) please visit <https://www.opdl.ca/>

OAKVILLE WILD

The Oakville Soccer Club's official team name and secondary brand is the 'Oakville Wild'. Teams 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

At OSC we believe in a “Positive Soccer Experience.” Everyone at OSC deserves the opportunity to develop their abilities to their full potential.

Skill development is the primary goal for all youth players. 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.

PLAYERS

Any player as well as his/her parents who are interested in being part of the RDP at OSC must agree to our philosophy, and must have a clear understanding that player development is ongoing. It is important to understand that selection to a team roster is not a permanent placement - players develop at different rates. Selection to an RDP team roster is simply an indication of where a player is in relation to his or her peers at that particular point in time. Players who improve and develop will be given the opportunity to play at a higher level if it is the correct environment for their development. Likewise, players who do not continue to progress consistently may need to move to a less competitive environment.

Our goal is to provide each player with the opportunity to play at a level that meets his or her developmental needs. In order to create this environment and build a culture of skill development, we expect all players being asked to move up or down to make themselves available to the inquiring team. For any questions specific to your child's team the first line of communication must be with the head coach of the team. If the question is administrative then the head coach will direct that question to the Technical Programs Coordinator. If further communication is required please contact the Senior Technical Director.

COMPETITIVE ENVIRONMENT – U13+

OSC will endeavor to create a competitive environment that meets the needs of every player in the RDP, in accordance with the [LTPD Soccer For Life Framework](#), and will allow players the opportunity to develop at their own pace. As such, OSC will be taking part in the following competitive environments:

Ontario Player Development League (OPDL): U13+
Golden Horseshoe Soccer League (GHSL): U14-U18
Youth Peel Halton Development League (YPHDL): U13-U18
Ontario Soccer League (OSL): U21
Ontario Women's Soccer League (OWSL): U21

COACHING STAFF

The Senior Technical Director, along with the Director of Coach Development, will select and hire the Head Goalkeeper Coach, OPDL Head and Assistant Coaches and the A, B and C Team Head Coaches.

Additional Technical Support for Coaches includes:

- John Moreira – Head Goalkeeper Coach
- Derek Salvador – Strength and Conditioning Coach

Additional Technical Programs:

- Goalkeeper Program
- Summer Camps

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

All coaches are encouraged to continue their coaching education and are required to hold the following certificates/licenses to be carded to a team:

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 dated within the last two years.

U14 OPDL

- Head Coach requires a minimum National B License, Making Ethical Decisions, Respect in Sport and Making Headway.
- Assistant Coach requires a minimum C License, Making Ethical Decisions, Respect in Sport and Making Headway.
- All require a valid vulnerable sector screening dated within the last two years.

U13-U18 GHSL/YPHDL

- Head Coach requires a minimum Soccer for Life, Making Ethical Decisions, Respect in Sport and Making Headway.
- Assistant Coach requires a minimum Soccer for Life, Making Ethical Decisions, Respect in Sport and Making Headway.
- All require a valid vulnerable sector screening dated within the last two years.

As of **January 2017**, all Head Coaches, Assistant Coaches and Volunteer Coaches will be required to have the minimum OSA 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.

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.

For the Soccer for Life certification, the Club will reimburse 50% once the following criteria have been met:

- Proof of successful completion of **all four required courses** (as outlined in the Development and Qualifications section of this manual).
- A valid vulnerable sector screening.
- Completion of a coach's card requirements and registration form.

The remaining 50% will be refunded at the end of the following 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.****

COACH & CLUB TRYOUT RESPONSIBILITIES

U13-U18 Club Responsibilities

- Schedule tryout dates/times to coincide with the end of league play.
- Notification via the Club website regarding these dates.
- Communication to House League membership.
- Provide registration lists for pre-registered players.
- Player check-in and t-shirt distribution at the first tryout session
- Club will send confirmed players (as identified by head coach) a registration email.

U13-U18 Coaches Responsibilities

- Head Coaches to receive all preregistration lists and plan the tryouts accordingly.
- Ensure all required staff and equipment are available at each session.
- Communication regarding **successful or unsuccessful evaluations** will be the responsibility of the Head Coach, **within two days** of the final evaluation session. A template will be provided by the Club with the appropriate information regarding registration.
- Final roster, with confirmed accepted players, should be submitted to the Technical Programs Coordinator **within seven days** of the final evaluation session.

TRYOUT ORGANIZATION/SET-UP

All Head Coaches will be responsible for the following:

- Arrive 30 minutes early to scheduled try-out.
- Conduct a Pre-tryout meeting with team officials about format, expectations, player movement, and utilization of space.
- Bring balls, cones, pinnies, equipment.
- Bring a clip board paper and pen to take notes.
- Head Coaches must be present for **all try-out sessions within their age/gender group** to help assist, even if they have made their final team selections.

Any Head Coach that is moving to a new group of players will be asked to do the following in preparation for the Fall Try-out:

- Take an opportunity to introduce yourself to the team and parents and try to observe the new group of players in a game or training session.

- Have direct consultation with the previous coach to discuss the roster strengths and weaknesses of each player, however be open minded.
- Attend the try-out of your previous team to help assist with player identification.
- Introduce yourself to the other age group/gender Head Coaches

OSC PLAYER MOVEMENT PROCESS

- Communication should always be face to face with player and parent.
- Keep the player and parent informed of progress throughout the season. While the frequency of these progress discussions can vary, it is recommended at least twice during the fall/winter season.
- No surprises – written and verbal evaluation prior to the release of a player.
- Don't give false hope - explain that you have not seen what you are looking for. You have done right by the child if you have been up front and honest.
- Unclear expectations will only cause you greater challenges when making your decisions and communicating them to players and parents.
- When you first present your concerns to the player and parents, also present a plan for the player to improve their performance.
- Inform the coach of the team you are looking to release them to, well in advance, with the understanding that the player may choose not to move to a new environment.
- Roster deadlines are in place for all RDP teams with March (date TBD annually) being the final deadline. However, if you know a player on your roster is not meeting the technical demands of the program, then we recommend you make decision sooner rather than later and speak to the player/parent. No players should be released after the final deadline date unless approved by the Senior Technical Director.
- By registering parents and players agree to these terms.

INVITING PLAYERS

The Senior Technical Director must be made aware of any player being invited to tryout the program after formal tryouts have been completed.

Invited players must receive a **minimum** of two sessions and a **maximum** of four sessions. Players will not be 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 Technical Programs Coordinator.

Should the player be successful with a position in the program please notify the Technical Programs Coordinator with an updated player pool and completed player card requirements. Registration fees can be prorated once the player has opened an account at the front desk.

Please note adding a player can take two weeks (10 business days) or more depending on the volume of transactions at OSC as well as at the District.

ROSTER GUIDELINES

Two goalkeepers are recommended per team, if both goalkeepers are at the appropriate standard for the team. They **must** be evaluated and approved by the Head Goalkeeper Coach.

The Senior Technical Director will make the final recommendations as to the team placements in leagues.

****NEW: No team shall carry more than 20 players within the Fall/Winter training program****

RDP Rosters and Carding Deadlines (subject to change – advanced notice will be sent)

U13-U15 Team Rosters	Final Roster and Player Card Deadlines – No Exceptions
A Team – 18 players	A Team – last Friday in January
B Team – 18 players	B Team – second Friday in February
C Team – 18 players	C Team – last Friday in February

U16-U18 Team Rosters	Final Roster and Player Card Deadlines – No Exceptions
A Team – 16 to 18 players	A Team – last Friday in January
B Team – 16 to 18 players	B Team – second Friday in February
C Team – 18 players	C Team – last Friday in February

Roster Deadlines – First 11 players	Final Roster and Player Card Deadline
U21	April 15 th

All teams **MUST** submit their rosters, including their completed player card requirements, registration forms and player exception forms to the Club by the dates above.

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.

Teams 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. **Please note this must be done prior to committing to the player/parent.** Exceptions are valid for one full year (fall/winter and spring/summer).

A Teams:

- Teams can carry no more than five non-Oakville residents.
- Players who have played consecutively at OSC for three year are not considered towards the five-player limit, but will be charged the Out-of-Town Residency Fee.

B and C Teams:

- 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.

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 Senior Technical Director, prior to committing to the player/parent.**

No players will be allowed to play up for a B or C Team unless special permission provided by the Senior Technical Director.

PLAYER CALL UPS

The following protocol will be in place when players are called up on a RDP team:

A Teams will call up players from the B Team.

B Teams will call up players from the C Team.

C Teams will call up players from the House League.

- House League call up players, must be officially carded by the Club and validated by the District
- Each team may card no more than two House League call up players unless approved by the Senior Technical Director.
- Call ups who have been carded by the Club, must only be called upon when deemed necessary and at the discretion of the Senior Technical Director can be used for any team.
- A House League call up player should not be attending every training session, only those sessions when you know in advance that they are going to play a game and there is no conflict with the House League schedule; or one training session per week.
- House League Goalkeepers are subject to registration fees if they wish to attend Goalkeeper training.
- Players who are registered in the House League should be committed to their House League team.

A Rep Coach selects 18 players – priority and commitment **MUST** be given to those players.

OSC REGISTRATION POLICY

Individual players who have not paid their registration fees, in full, by the deadline (via full payment or approved payment alternative by 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.

PLAYER REGISTRATION

General Requirements

After fall tryouts, every player selected to participate in the RDP must accept their place in the program by registering and paying the registration fees in the corresponding program.

- Failure to register and pay the program fee (or arrange a payment alternative with the Finance Department) will result in the player forfeiting their place in the program.
- Payment alternatives must be arranged every season – it will not be assumed the player is continuing in the program. The family is responsible for the registration of the player.
- Players selected for the fall/winter RDP are not guaranteed a place in the corresponding spring/summer program.
- In addition to the OSC club registration fee, all RDP families must pay any team fees requested by the Coach or Manager and any applicable late registration fees. All fees must be paid before the Club Registrar will release the player cards.

Proof of Age

Proof of age is required for all new players at OSC to create an account at the front desk. Additionally an existing player card/book OR a copy of a birth certificate or passport should be forwarded to the Technical Programs Coordinator to be submitted to the District for all new players.

CONDUCT OF PLAYERS, PARENTS 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/spectators and **any fines incurred are the responsibility of the team and shall be paid from the team account with no exceptions.** Every effort should be made to educate the parents of your team 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](#).)

Game 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-OS 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 [OS Discipline Policies](#) and is detailed out in OSC's [Discipline Policy](#).

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

OSA, PEEL HALTON DISTRICT AND LEAGUE DISCIPLINE

- The Senior Technical Director, Director of Coach Development and the Club Head Referee must be informed immediately of any pending discipline case(s) against either the Coach or any Team Official.

- When any OSC Coach or any other registered member of your team is asked to appear before any League, District or OS discipline board or committee, they must have an OSC representative present. Attendance by the accused is mandatory, proxy is not acceptable.
- The team must pay for all fines levied against any team member (officials and players). OSC shall not be responsible for any fines. The leagues will fine the Club who in turn will invoice the team accordingly. OSC also reserves the right to add additional fines up to \$250.00 above the league fine if the offending Team Official is deemed especially negligent or has repeated discipline issues.
- The team is responsible for payments of bonds, if the bond is forfeited due to any disciplinary penalty or for any other reason.
- If a player is suspended by the league, the team is responsible for any cost associated with this process will be passed onto the team.

ANTI-BULLYING

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

TEAM SNAP

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.

All teams must use Team Snap and keep it up to date. If any player chooses to leave your team, please delete them right away and submit an amended roster to the Technical Programs Coordinator along with a transfer/release document.

No 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 should notify the Technical Programs Coordinator of any changes.

For Technical Support please contact [Team Snap](#) directly.

EMAIL/SOCIAL MEDIA

Coaches are provided with an Oakville Soccer Club email address that must be used for all communication with teams/players/parents. It is the coach's responsibility to have this email set up on their personal device and to check it regularly. 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

- Teams cannot practice on fields prior to permits being obtained from the Town of Oakville in the spring.
- Any infraction of unauthorized use of fields will result in the immediate cancellation of the offending coaches' summer practice field permit.

- OSC assigned fields for exhibition games must be reserved through the Scheduling Coordinator.
- Coaches must ensure that the field goals and player benches are safe before starting to train or play. Any field, goal, bench or even bleachers needing repair should be reported to the Club immediately.

TRAINING FIELD ALLOCATIONS

Training fields will be allocated by the Technical Department. Should you wish to purchase additional training at outdoor grass/turf fields or school gyms, please contact the **Scheduling Coordinator** for field availability and costs.

For bookings at Pine Glen indoor facility please contact the **OSC Facility Manager**. A 10% deposit is required for any rental of the Pine Glen indoor fields.

CANCELLATION POLICY

Please ensure you email the Schedule Coordinator no later than the day of rental, stating you will not be utilizing the field. If emails are received after the date of rental, the team will still be responsible for the charges.

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

EQUIPMENT

- Each RDP team will be provided with four corner flags.
- A post-dated team cheque is required for corner flags. You will be notified where/when to pick-up your equipment.
 - 4 corner flags - \$100
 - Mesh for goals - \$50/per net (optional for practices)
- Post-dated cheques should be dated October 15th and made payable to Oakville Soccer Club.

PINE GLEN SOCCER CENTRE

For bookings at Pine Glen indoor facility please contact the OSC Facility Manager. A 10% deposit is required for any rental of the Pine Glen indoor fields.

CANCELLATION AND CHANGE POLICY

Any cancellation made 48 hours prior to the date of rental will get a full refund. Teams are permitted to change their field times at Pine Glen indoor turf to any open time slot on the same day or any day prior to the initial rental day, at no cost.

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

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

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

PRIVATE RENTALS

Any team 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 Scheduling Coordinator for availability. The [OSC Gymnasium Request Form](#) will need to be submitted.

CANCELLATIONS

The Town must be received cancellations 4 days in advance. If you know that you will not be using your allocated gym for a period of time, PLEASE advise the Scheduling Coordinator ASAP or will be charged any applicable fees.

When contacting the Scheduling Coordinator, please include your team name in the subject line (e.g. "Boys 2003B Team - North Park Rental.")

For all invoices & account inquiries, please contact our Finance Department.

GATE & LIGHT CODES

During the spring/summer season, teams may require gate and light codes to open field gates and operate the lights at the lit fields. Teams should to 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.

ONTARIO CUP

Rules and regulations – please see the OS website for full details

- All A teams are permitted to register and the fees will be reimbursed.
- All B teams, in OPDL age groups, are permitted to register and the fees will be reimbursed.
- B teams not in OPDL age groups, will be permitted to register **with the approval of the Senior Technical Director**.
- Teams must be sure that they can meet all responsibilities associated with entering the Ontario Cup (i.e. travel may be required to places such as Thunder Bay, Sudbury, Windsor and Ottawa).
- Each team will be held accountable for any fines associated with the Ontario Cup, including fines for not participating.
- Once a team has been accepted into the Ontario Cup tournament, the team contact will receive tournament documentation from the OS. It is your responsibility to read the documentation carefully. Maps, referee fees and procedures are all listed in this document.
- Travel applications are not required for Ontario Cup in CTMS

TOURNAMENT PARTICIPATION

Teams who wish to participate in tournaments outside the Province must receive prior written approval from the Senior Technical Director. Participation in such tournaments must have a clear benefit to the development of the team's players and must be in an LTPD compliant event. Recommended purposes for tournaments are for preseason preparation and university showcases.

The teams are permitted a certain number of tournaments based on their age:

- U13-U14: three tournaments within a season
- U15-U17: as necessary for showcasing purposes

If approval for participation is granted, the necessary travel permits and documentation must be sought from the District. Please contact Dianne Sporcic for more specific information.

Any individual player interested in guest playing with an outside club requires permission from their coach and the Senior Technical Director. They must obtain a TRP form from the club.

Links to all approved Ontario tournaments are found at: <http://www.ontariosoccer.ca/Lists.htm>

SHOWCASE EVENTS (U15-U18)

The Technical Department will help identify Showcase Events that reflect the standard of playing ability and league of each team. Teams that are approved to attend Showcase events must prepare their team and individual profiles.

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.

General Guidelines

For teams entering tournaments, or playing in exhibition games that are NOT within the Peel Halton District (PHSA), a travel permit is required. These permits are now being processed online. Note: Valid player cards are required by the District before travel permits are approved.

Prior to applying for a travel permit outside of Ontario, the Head Coach of the team planning such participation must get a written permission from the Senior Technical Director.

1. If the team is traveling to a tournament, the team will bear the cost of accommodations for the Coach. Further expenses of the Coach, in relation to travel, can be paid for by the team at its discretion, but payment must be pre-approved by the Senior Technical Director.
2. Teams are not permitted to remunerate any coach directly without the express written permission of the Senior Technical Director.
3. International travel and associated fund raising must have approval from the Executive Director, Director of Finance and the Senior Technical Director.
4. An application for a travel permit that conflicts with Ontario Cup and/or Elite Camps will not be approved by the Senior Technical Director.
5. Coaches of teams traveling need to supply parents and players with an [OSC Rep Team Travel Rules & Responsibilities Form](#) which needs to be signed by the participants prior to the trip. The coach and/or manager will be responsible for keeping copies of the signed letters during the trip.

Travel Guidelines

- On the field and off the field professional behavior will be expected and monitored at all times. A professional attitude, appearance and manners are expected at all times and will be enforced.
- A dress code will be enforced by all teams when traveling. Players will be expected to wear appropriate clothing, in good condition. Inappropriate or suggestive clothing is not acceptable. We consider our players to be high performance athletes representing OSC and expect them to act accordingly.
- All players will be staying at the same hotel unless given special permission by the Head Coach.
- **U13–U17:** While staying at the hotel each player will be accompanied by a parent/guardian in a room (with a minimum 2:1 player to parent ratio).
- **U18 + players will be two players in a room (based on hotel rules and regulations).**
- **Parents travelling must reside at the same team hotel accommodations.**
- Any players leaving hotel property, at any time, must have a parent chaperone and be granted permission from the Head Coach.
- Any use of hotel facilities (pool, fitness room, etc.) shall be approved by the Head Coach and will always have an adult supervisor.
- All players are to remain on hotel property, unless approved by the Head Coach, and to abide by all hotel and team travel rules as outlined by the Head Coach.

- All players are to be accompanied by at least one teammate at all times when moving around the hotel property. No players are to walk around the hotel property unaccompanied even for very short distances for whatever reason. This to be strictly enforced and is for the safety and security of the players.
- Players are to understand that the primary reason for travel is to play soccer, be competitive and to develop their skills. Extracurricular activities will be at the discretion of the Head Coach and will ensure that player performance is not compromised due to poor rest/sleep, inadequate meals or over exertion at non-soccer related activities.
- All players are expected to respect not only the opposition but also all the opposition's facilities. This includes cleaning up the bench area after all games and keeping the opposition facilities in the state they were found. Disrespect of the opposition or their facilities will not be tolerated.

Discipline and Behaviour

- Use of alcohol, tobacco or illegal substances or possession of a substance will not be tolerated and is cause for immediate dismissal.
- Persistent, irresponsible and disrespectful behavior to teammates, coaching/team staff, parents or others is cause for dismissal.
- Destruction of property or violation of provincial or other laws is cause for dismissal.
- Failure to comply with any and all team rules (curfew, attendance, dress code, schedules) is cause for disciplinary action.
- Opposite gender in player rooms, without adult supervision, must not be tolerated.
- Mandatory curfew and lights out will be set by the Head Coach and will be enforced. If curfew rules are not followed, then the Head Coach has the ability to bench that player.
- Each player must submit their room number to the Head Coach and Team Manager for records.
- For social media etiquette please refer to OSC's [Social Media & Email Policy](#).

At Home Exhibition Games

Permission is required, in advance, if a visiting team from outside PHSA will be playing an Exhibition Game in Oakville. An AHEG – application to host an exhibition game - must be submitted to the District for approval.

Full Match Official crews are necessary (one middle and two assistants) and are at the expense of the team. Please contact the Referee Development Manager for details.

Out-of-Province Travel

All travel outside of the Province must be pre-approved by the Senior Technical Director. Teams that attend a tournament or exhibition game out of our District, without a travel permit, will be subject to fines and suspension. Teams will not be covered by insurance. Any resulting liability will be the sole responsibility of the Head Coach. Note: **ALL** fines are passed on to the team.

To meet OS required timelines, travel applications must be submitted via CTMS as follows:

- Tournaments in Ontario – 7 days
- Out-of-Province Travel – 15 days
- To the USA – 15 days
- Travel outside of Canada and the USA – 45 days
- Exhibition games in Ontario (between Ontario teams) – 7 days
- Exhibition Games - Inter provincial – 15 days

- Exhibition games to United States – 15 days
- Exhibition games in Ontario (Int'l teams) – 30 days

PLAYER INSURANCE COVERAGE

OSC has acquired insurance for all registered players in the Club participating in OS 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

Team budgets are created using the [Financial Statement Template](#) and must be submitted to the parents.

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

Each team will create and submit a budget of expected expenditures to parents before the first team practice or during the pre-season parents' presentation.

Players are to be charged enough to cover

- Travel fees
- Tournament fees
- Call up uniforms (if required)
- Practice Equipment
- Miscellaneous supplies

Teams need to budget for yellow and red card fees, to be billed at the end of the year. Money **must** be held back for this.

At the beginning of the season parents are to receive a clear outline of the team's policy regarding the spending of monies from sponsors and fundraising activities.

BANK ACCOUNTS

- Bank account name must represent the gender and year of birth. For example: OSC Girls 2008 A/B/C.
- Coaches are responsible for appointing a person to oversee the team finances and accountability for the good financial health of the team.

- All teams 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.
- **All team fund 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 team, no sponsorship or fundraising monies are entitled to them for reimbursement.
- Teams 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 team funds remains the property of the team.**

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

Referee fee reimbursement is provided for all regular league and league cup games. It does not include tournaments or exhibition games. Please fill out and submit the [Referee Fee Reimbursement Sheet](#) to the Director of Finance and Human Resources, along with your regular league schedule to be reimbursed. Please make sure that you provide your **entire** schedule (including both home and away games.) Note: all referee reimbursement cheques will be made payable to the team not an individual.

For A teams (and B teams in OPDL age groups) who participate in the Ontario Cup – the referee fees can be claimed also. Teams can claim for the fees as they advance through the rounds.

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 maybe available.

U21 LEAGUE FEE AND BOND POLICY

All U21 teams must provide the club with a team cheque by the deadline communicated by the Club. This amount covers the cost of the league and bond. Once this cheque has been received, OSC will enter the team in the league and pay all fees. If the team does not participate in the summer OWSL or OSL, OSC will keep the funds to cover the charges assessed by the league. If the team does participate, the team will be reimbursed.

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 spring/summer season the documents can be brought to the Club where they will be shredded. If parent wish to opt out of

completing a medical form for their child, then there is an opt out box on the form that they can check and sign. These should also be submitted to the Technical Department for our records.

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:

- All teams should have three (3) Team Officials trained in Standard First Aid Level C – the Head Coach, the Assistant Coach and a Manager (even for male officials of female teams.)
- One (1) certified team official should be present at all training sessions, as well as games.

If you do not meet the above requirement OSC will run courses each year and will cover the cost of these courses for the following individuals:

- Head Coach
- Assistant Coach
- Manager

Certifications typically last three years depending on the organization that facilitated the course.

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 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 Sporicic dsporicic@oakvillesoccer.ca

FUNDRAISING

Opportunities to fundraise are available for all RDP teams within the Pine Glen Soccer Centre (For example, bake sales and raffles.) Teams are to contact the **Director of Operations** for more information and to reserve your spot.

Please contact the **Director of Corporate Sponsorships** for any fundraising inquiries and refer to OSC's [Fundraising Policy](#) for more information.

PHOTOS

Information regarding photo day will be sent out to teams in approximately May.

INCLUSIONS

Every RDP player will receive their team photo along with an individual photo. We advise teams 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 staff 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 teams when the photos are ready for pick-up. Whoever is nominated to pick them up must sign for them. The team is responsible for distributing to the players.

TEAM SUCCESS STORIES

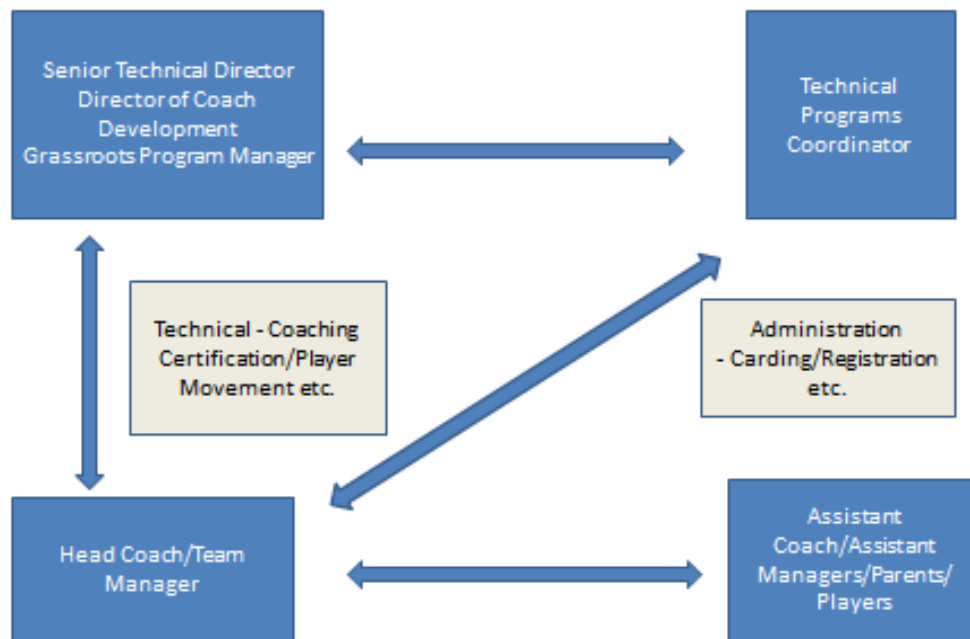
OSC is pleased to celebrate the success of our teams/players/members by posting articles and photos on our website and submitting these stories to local publications.

- 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 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

- [Coach Registration Form](#)
- [Manager Registration Form](#)
- [Team Registration Form](#)
- [OSC Rep Team Travel Rules & Responsibilities Form](#)
- [OSC Incident & Injury Report](#)
- [OSC Medical Form](#)
- [OSC Financial Template](#)
- [OSC Fee Assistance Application Form](#)
- [OSC Participation Waiver](#)
- [OSC Player Exception Form](#)
- [OSC Referee Fee Reimbursement Sheet](#)
- [OSC Tournament Form](#)

ORGANIZATIONAL POLICIES

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

EXTERNAL LINKS

- [Canada Soccer](#)
- [CSA Wellness to World Cup](#)
- [CSA Lightning Safety/Severe Weather Policy](#)
- [FIFA Law 4](#)
- [FIFA Laws of the Game](#)
- [FIFA Laws of the Game - Futsal](#)
- [Halton Regional Police Department – Police Check](#)
- [Ontario Soccer](#)
- [Ontario Soccer Policies](#)
- [Ontario Soccer Published Rules](#)
- [Ontario Soccer Approved Tournaments](#)
- [Ontario Soccer Published Rules](#)
- [OSA Player Development Resources](#)
- [PHDL Rules](#)
- [Golden Horseshoe Soccer League Rules](#)
- [Town of Oakville Good Neighbour Policy](#)
- [Town of Oakville R-Zone Policy](#)