



York Region Soccer Association

Registration Procedures Manual

2010

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2010 YRSA Registration Procedures

1.0 Registration Business & Queries:

Any questions concerning player registrations, player book stamping, Applications to Host Exhibition Games (AHEG) or Travel (ATF), Temporary Registration Permits (TRP's), Transfers, etc. should be handled through the Club Administrator(s) with the District.

Team Officials and other individuals **are not permitted** to conduct registration transactions at the District Office unless they are given explicit permission **on an exception basis only** from the Club Administrator; submitted to the District Office in writing.

2.0 Player Book Validating Procedure:

Player book stamping will be done on a **“first come, first served”** basis. Player books should be dropped off/couriered to the District by the Club Administrator – **books will not be completed on the spot**. You should allow **a minimum of 3 business days** for your books to be completed; however during heavy season (i.e. April/May and September/October) this **can be as long as 7-10 business days**.

Player books should be accompanied by a **valid OSA Team Roster Report (please refer to 3.1)** which the District will keep for our records.

All player books should be **filled out completely and properly (please refer to 2.1)**; it is the **Club Administrator's responsibility** to have the Player Books correctly filled out.

Every Youth/Mini/Senior Competitive Team requires a **certified Head Coach (please refer to 3.3)** listed on the roster before the team can have their books stamped.

2.1 Player Book Preparation

Books are to be prepared as per the following instructions – ***improperly prepared books will be sent back to the Club for correction.*** All players must use the OSA Player Registration Book (Red) and all coaching staff must use the OSA Team Official Registration Book (Blue).

a) Registrant #

Every player should only have ***one OSA Registration Number*** which should be entered in the appropriate space provided above the photo

b) Photo

Please refer to **Appendix 'A'** for the OSA Published Rules regarding the guidelines for a ***“Valid Photograph”***.

All new photos should be cut to fit the guidelines as set out in the Player Book and be a shot of the head/shoulders of the player. Photographs that do not fit within the guidelines will be sent back to the Club to be corrected. Photographs should be affixed to the book ***using glue – do not use staples or tape*** as it interferes with the District Administrator’s photo stamp.

Photographs need to be replaced every 3 years for Youth/Mini players and 5 years for Senior players. This will be done by registration year.

*For example: the 2010 registration year consists of the 2009-2010 Indoor Season and the 2010 Outdoor Season. Players with **photos stamped 2007** will require a new photo.*

c) Member’s Name and Date of Birth

The name and date of birth of the registrant should be clearly ***printed*** in the spaces provided. ***The name in the book should be the SAME as what is written on the birth certificate (first and last name only – no middle names).*** They should not be using “nicknames” or “short forms” of names as it can cause duplicate OSA #'s when one person is trying to find “Antonio” and he has actually been registered as “Tony”.

d) Validation Page

The Club Name and Number should be filled in clearly. The CD # is unique to your Club alone – it is a 4-digit number “27_ _” (the “27” is the YRSA District DT #).

For example: Aurora Youth S.C. CD# 2701, Markham S.C. CD# 2706 etc.

The Team Name and **Team Registration Number** (please refer to [Appendix 'B'](#)) should be filled in clearly. The TD # is unique to each specific team within your Club and it is a number that **is assigned by the Club Administrator**. The TD # can be any length.

You should only enter the Team TD # next to the team name – there is no need to rewrite out the Club CD #.

For example: Stikers White VA, Knights 12B 07, Raiders Green 2rO

The League or Session should be the name of the League that the team is entering i.e. CGSL, OYSL, YRSL Youth etc. If the **team is not entering a league** it should be listed as only one of these two designations: “Indoor Tournament Team” or “Outdoor Tournament Team”

For **“Call-up” Players** it should say “Indoor Call-Up” or “Outdoor Call-Up”

2.2 One Player One Book – Player’s Property

A player is only permitted to have one valid OSA Player Registration Book at any given time. The book is the property of the player and must be returned to the player once requested in writing within 5 days if a team or club official holds the book. Failure to return the player book will result in disciplinary action of the team official and/or club official.

a) Replacement Books

If all the validation pages have been filled or the book is damaged, a new book with a new photograph is to be prepared and sent to the District **together with the old book** that will be cancelled and returned to the registrant.

b) Lost Books

If a book is lost during the season, a new book is to be prepared and sent to the District along with a letter from the Club stating that the book has been lost.

3.0 Registration Procedure:

The effective date (the date on which the player is eligible to commence playing) of a player registration is the **day after the player was registered in the AIMS System.**

The player book will be stamped using either a) **the effective date** of the player’s registration **OR** b) **the date the player’s book was brought into the District** to be stamped (if that date is **after** the effective date).

Therefore the date **as stamped** on the player book **will be the date the player is eligible to play** in their first sanctioned game.

3.1 Valid OSA Team Roster

A valid OSA Roster is one which has the correct minimum and maximum number of players registered to it, meets residency requirements, has a certified Head Coach (for Competitive teams) and has the League/Division manually written in (until such time as the AIMS Competition Portal is operational)

3.2 Residency Rule

A minimum of 9 registered players on the roster must be residents of York Region before out of District players can be registered to any Mini/Youth team. Teams **should not** be brought to the District to be processed if they do not meet residency.

3.3 Certified Coaches

A Head Coach or Assistant Coach is deemed to be a certified Coach once they have completed the OSA Community Coaching program (Children's, Youth & Senior) **and** completed their YRSA Laws of the Game certificate.

Only those registrants who have been certified as a Coach can be stamped as a Head Coach or Assistant Coach. To be stamped, the District must either have copies of all four certificates on file (i.e. "existing" coaches) OR copies must be provided when the Team Official Book is being submitted for stamping (i.e. "new" coaches). ***Team Official Books will not be stamped without the provided documentation.***

A person may only be designated as the Head Coach for a maximum of two outdoor teams in any one season, with one or more Clubs.

3.4 Minimum and Maximum Limits of Players Registered on a Team

	<u>Minimum</u>	<u>Maximum</u>
Mini Indoor (MI) and Mini Outdoor (MO)	7 Players	14 Players
Youth Indoor (YI)	7 Players	18 Players
Senior Indoor (SI)	7 Players	25 Players
Youth Competitive (YC)	11 Players	18 Players
Youth Recreational (YR)	11 Players	25 Players
Senior Competitive (SC) and Recreational (SR)	11 Players	25 Players

3.5 Registration Deadlines & Termination Dates

A minimum number of 11 players need to be registered to a Youth Competitive roster by **April 15th** of the current outdoor season (for Level 1 and Level 3 **only**) and each team must have a “Certified” Head Coach assigned.

Deadline to add players to roster by League:

Central Girls Soccer League	July 31 st (except U-18 divisions)
Central Soccer League	July 1 st (includes call-ups/TRP players)
York Region Soccer League – Senior	August 15 th
Ontario Women’s Soccer League	July 31 st
Ontario Soccer League	August 15 th

A registrant’s “Player Assignment to Team” on an **Outdoor** team is terminated on **Dec. 31st** of that calendar playing season OR when the Club de-registers the player prior to Dec. 31st. **After this date, the player is no longer eligible to play in any OSA sanctioned Outdoor competitions** (i.e. Tournaments, Exhibition Games, Cup Games, and League Games etc.). However, for insurance purposes **only** if the player is participating in an off-season training program with their outdoor team or a new outdoor team they would be covered under the OSA Insurance Policy until May 31st of the following outdoor season.

A registrant’s “Player Assignment to Team” on an **Indoor/Futsal** team is terminated on **May 31st** of that calendar playing season OR when the Club de-registers the player prior to May 31st. **After this date, the player is no longer eligible to play in any OSA sanctioned Indoor/Futsal competitions** (i.e. Tournaments, Exhibition Games, Cup Games, and League Games etc.). However, for insurance purposes **only** if the player is participating in an off-season training program with their indoor/futsal team or a new indoor/futsal team they would be covered under the OSA Insurance Policy until December 31 of the following indoor season.

3.6 Number of Teams to which a Player may register

Outdoor

An amateur player may register on a maximum of **three outdoor teams** in a given season, **only one of which can be a competitive team**

Indoor/Futsal

An amateur player may register on a maximum of **three indoor/futsal teams** in a given season.

* However a player may **not play for more than one team in the same division, cup, or competition** (please refer to the specific League/Tournament/Ontario Cup rules for further stipulations)

** If a player is registered as a competitive player and a recreational player, he/she may **only play up to a higher level team from the competitive team.**

3.7 Cannot find OSA Registration Numbers

If you are unable to locate a player in the AIMS system you must check the box "Search Entire Database" and enter the OSA# and Date of Birth **as it is listed on the OSA Player Registration book** to search for the player in case they have not previously registered with your Club.

If you cannot find the player, you **must** send an email to the District to see if we can find them before making the player a brand new OSA# in the AIMS Database.

When searching for a player in the AIMS Database you should be searching using the Name, Date of Birth and OSA # **as it is listed on the OSA Player Registration book.**

4.0 Registration Permits:

****Before using Trial Permits, Temporary Registration Permits and Transfers, check with your league or competition rules as they may have deadlines, restrictions, or not allow them****

4.1 Temporary Registration Permits (TRP)

A Temporary Registration Permit (TRP) is required for a player who is registered in the current season with one club and wants to play a limited number of games for another club.

For League play, the player has to **play in a higher age division or league classification.** **For other competitions**, the player has to **meet the age requirements of the competition.**

The TRP Form can be obtained from the YRSA website, and should be signed and filled out by the releasing Club. The **releasing Club will have to submit the TRP form to their District for approval.**

The **receiving Club should obtain a copy of the TRP** to accompany the OSA Player Registration Book so the player will be eligible to play; following the game **this copy should be affixed to the game sheet.**

A player is entitled to **three TRP's per season.** The TRP may be used for 3 League Games/3 Exhibition Games/3 Tournaments or a combination of any three.

A TRP used for a tournament **permits a player to play all games in the sanctioned tournament.**

A TRP **is not permitted** for Ontario Cup.

4.2 Trial Permit – TPF

A TPF entitles players not registered with the OSA in the current season to play a limited number of games for a club team. The player will require a Player Registration Book prepared as instructed. The TPF Form can be obtained from the YRSA website and shall be fully completed and signed by the player

A TPF allows a player to play ***two games in a 15-day period***. The player is permitted to ***two TPF's per season***. However, ***the player may only be issued one "Trial Permit" to play for any one club***. The two 15-day periods shall not overlap.

A TPF used for a tournament game ***permits the player to play in two tournament games only – not all games in the tournament***.

A TPF is **not permitted** for Ontario Cup.

4.3 Transfers

All concerned should be familiar with the rules of Transfer (Reference – OSA Player Registration Policies, Section 6). The Player shall give the club ***notice in writing of intent to transfer***. The Transfer Form can be obtained from the YRSA website.

The ***top portion of the form (release) is to be completed and signed by the releasing Club Administrator***. The coach's signature **is not acceptable**.

The form shall then be passed to the player together with the OSA Player Registration book. The player shall complete a Club Player Registration Form to play with the new club and pay the club's registration fee.

The ***bottom (receiving) portion of the form is to be completed and signed by the receiving Club Administrator***. A new validation page in the player book is to be completed for the new team. The form and book should then be sent to the District Office for validation. If all is correct, ***the District will validate the transfer and the OSA Player Book and the receiving Club will be billed accordingly***.

A player is permitted **two transfers per season**.

*****Before using Trial Permits, Temporary Registration Permits and Transfers, check with your league or competition rules as they may have deadlines or restrictions*****

5.0 Tournament (ATF) Procedure:

All Tournaments will be conducted in accordance with the OSA Published Rules for Competitions. YRSA Club teams must apply and receive District approval for any

sanctioned competitions they wish to participate in. The ***Application to Travel (ATF)*** permit **must** be completed using the OSA On-Line system.

Once the application is completed, it must be submitted to the Club who in turn will submit to the District for final approval ***via email***. Clubs **should not** be approving or submitting ATF permits to the District ***if the team has not yet been registered or had their books stamped***. Approvals that are submitted for teams that are not registered **will be deleted** and you will need to resubmit the permit ***after the team has been registered***.

The District will **only** approve ATF permits for York Region Club teams that have been registered for the ***appropriate season (i.e. Indoor 6v6/Outdoor 11v11)*** (please refer to **Appendix 'C'**)

5.1 Tournaments within York Region

Teams wishing to attend tournaments within the boundaries of York Region **must** be duly registered. They **do not require** an ***Application to Travel (ATF)***

5.2 Tournaments within Ontario

Applications to Travel to any tournaments in Ontario should be received by the District from the Club ***no later than 7 days prior to the tournament*** and ***no earlier than 30 days prior to the tournament***.

Permits will be approved online by the District Administrator(s) within ***2 weeks of the receipt of the ATF request from the Club***. A copy of the "Approval Receipt" will be emailed back to the Club Administrator on the day the ATF is approved – it will take 24 hours for the Approved ATF to appear on the OSA On-Line database.

5.3 Tournaments Outside of Ontario

a) Other Provinces & USA

Applications to Travel to any tournaments within Canada & the USA should be received by the District from the Club ***no later than 15 days prior to the tournament*** and ***no earlier than 45 days prior to the tournament***.

Clubs **must** submit the ***approved Provincial Soccer Association OR US Youth Soccer/Federal Application to Host (Sanction)*** along with the ATF.

Clubs **must** submit a completed "YRSA Travel Insurance Acknowledgement Form" (please see **Appendix 'D'**) for **all players** who will be traveling with the team on this tournament (including call-ups, trial players etc.) along with the ATF.

Permits will be approved online by the District Administrator(s) within ***2 weeks of the receipt of the ATF, YRSA Travel Acknowledgement Form & Approved Sanction***. A copy of the "Approval Receipt" will be emailed back to the Club Administrator on the day

the ATF is approved – it will take 24 hours for the Approved ATF to appear on the OSA On-Line database.

b) Outside of Canada & USA

Applications to Travel to any tournaments Outside of Canada & the USA will need Club -> District -> OSA -> CSA approval and therefore should be received by the District from the Club ***no later than 45 days prior to the tournament.***

Clubs **must** submit a ***letter from the hosting tournament*** that they are approving your team along with the ATF.

Clubs **must** submit the ***approved National Soccer Association to Host (Sanction)*** along with the ATF.

Clubs **must** submit a completed “YRSA Travel Insurance Acknowledgement Form” (please see [Appendix ‘D’](#)) for **all players** who will be traveling with the team on this tournament (including call-ups, trial players etc.) along with the ATF.

Permits will be approved online by the District Administrator(s) within ***2 weeks of the receipt of the ATF, YRSA Travel Acknowledgement Form, Letter from Tournament Host & Approved Sanction.*** A copy of the “Approval Receipt” will be emailed back to the Club Administrator on the day the ATF is approved and will be forwarded on to the OSA for approval with the required documents.

6.0 Exhibition Game (AHEG & ATF) Procedure:

All Exhibition Games will be conducted in accordance with the OSA Published Rules for Competitions. YRSA Club teams must apply and receive District approval for any sanctioned competitions they wish to participate in. Both types of applications ***Application to Travel (ATF)*** and ***Application to Host an Exhibition Game (AHEG)*** **must** be completed using the OSA On-Line system.

Once the application is completed, it must be submitted to the Club who in turn will submit to the District for final approval ***via email.*** Clubs **should not** be approving or submitting ATF and AHEG permits to the District ***if the team has not yet been registered or had their books stamped.*** Approvals that are submitted for teams that are not registered **will be deleted** and you will need to resubmit the permit ***after the team has been registered.***

The District will **only** approve ATF and AHEG permits for York Region Club teams that have been registered for the ***appropriate season (i.e. Indoor 6v6/Outdoor 11v11)*** (please see [Appendix ‘C’](#))

All Exhibition Games ***require an OSA Registered Referee to officiate the game*** (please contact your Club or District Referee Assignor to assign a referee). All players including Trial, TRP and Call-Up players **must** be registered and had their player book validated by the District prior to participating in an Exhibition Game.

Applications for Exhibition Games **between two Ontario teams** shall be submitted **no later than 7 days prior** to the competition; **between two Canadian/USA teams** shall be submitted **no later than 15 days prior** to the competition; **between two International teams** shall be submitted **no later than 45 days prior** to the competition.

6.1 In District – Games between 2 YRSA Clubs

One Club will be designated as the “Home Team” and **must** apply for an AHEG to host the Exhibition Game. The AHEG will be **submitted to the “Home Team” Club with a copy forwarded to the “Away Team” Club.**

a) Game taking place within the boundaries of the YRSA

The “Away Team” **will not require an ATF.**

Both the “Home Team” Club and the “Away Team” Club **must email their approval** to the District before the AHEG can be approved.

b) Game taking place outside the boundaries of the YRSA

The “Away Team” **will require an ATF** and should have their Club submit their approval as normal.

6.2 Out of District – Between an YRSA Club and Out of District Club

YRSA Club as Host Team – the YRSA will approve the AHEG form within **2 weeks of the receipt of the AHEG request from the Club.** A copy of the “Approval Receipt” will be emailed back to the Club Administrator and forwarded to the traveling team’s District on the day the AHEG is approved. The traveling team’s District will then approve the ATF.

YRSA Club travels outside the District – the Hosting Team’s District will approve the AHEG first and then will forward the approval onto the YRSA for acknowledgement. The will approve the ATF form within **2 weeks of the receipt of the approved AHEG and ATF request from the Club.** A copy of the “Approval Receipt” will be emailed back to the Club Administrator on the day the AHEG is approved.

6.3 Game sheets

The YRSA Club Team that **hosted** the Exhibition Game **must** mail or scan/email the completed game sheet back to the District **within 7 days of the game.** The game sheets must include the following **PRINTED CLEARLY:**

- All Players’ names & OSA #'s
- All Team Officials’ names & OSA #'s
- All Game Officials’ names & OSA #'s

- All Special Incident Reports, Caution, Dismissal & Referee Assault Forms
- All personal injuries **must** be reported in written form to the District.

Clubs who fail to provide game sheets for Exhibition Games leave themselves open to liability should a lawsuit be filed. Clubs can also be subject to disciplinary action for failing to follow a published rule.

Player Book Validating Procedure - Appendix A

Section 6.0 - Registration

Page: B.3.6 - 6
Revised 08-March-2010

Procedure 6.0 - O.S.A. REGISTRANT BOOK

- 6.1 In accordance with the **definition of "Valid Photograph"** contained in the **OSA's Section 1 Policy 1**, a valid photograph is an impression of the person being represented as per the following requirements.

A valid photograph shall mean a photograph that meets the photo specifications of Passport Canada which will include:

1. The photograph shall be a head and shoulders photo.
2. The photograph must measure 45 mm (1.8 inches) long X 35 mm (1.4 inches) wide
3. The photograph must be a close-up of the head and shoulders with the length of the face in the photo (from the chin to the crown of the head - natural top of head) being between 31 mm (1.2 inches) and 36 mm (1.4 inches) so that the face covers approximately 80% of the photo
4. The photograph must have been taken in the past six months.
5. The eyes must be open and clearly visible.
6. Glasses may be worn as long as the eyes are clearly visible.
7. Sunglasses are unacceptable.
8. The photo must show a full front view of the face with both edges of the face show
9. The face and shoulder must be centered in the photo and squared to the camera.
10. Black and white or colour photos are acceptable.
11. Hats or head coverings are not permitted except when worn for religious reasons and only if the full facial features are clearly visible.
12. Photocopies are not acceptable.

Team Registration Number - Appendix B

Section 1.0 - Development and Approval of Policies and Procedures Page: B.2.1 - 1
Revised 08-March-2010

Policy 1.0 - DEFINITIONS

1.34 **Full Team Identification** shall mean the provision of the team's name, team classification, age classification, gender and team registration number.

As a result, of the above definition now being in effect, this means that when a team enters a competition (i.e. Leagues, Cup Games (e.g. Ontario Cup), Tournaments and Exhibition Games), it ***must provide the above information.***

In the past, teams have usually provided their team name, classification (i.e., youth competitive, youth recreational, mini-soccer, senior competitive, senior recreational), age classification (i.e. Under- 12, Senior Open Age, etc.) and gender (i.e. male, female, mixed) but in many cases, the ***Team Registration Number has not been provided.***

Effective immediately, the **Team Registration Number must be provided.**

For example: the online Team Entry Form for the Ontario Cup now requires the Team Registration Number as a mandatory field. The Ontario Cup Team Entry Form cannot be submitted unless the Club/Team Official provides the Team Registration Number.

The Team Registration Number is ***created by the Club Registrar in the AIMS program and can be obtained from the AIMS program.***

In addition, the Team Registration Number **must be included on all Game Sheets (or Team Sheets) for all Leagues, Cup Competitions, Tournaments and Exhibition Games**; and teams are required to "write in" the Team Registration Number on those Game Sheets.

1. On **all Team Entry Forms** for Tournaments and all other competitions which a Club is hosting, the Team Registration Number **must** be included.
2. On **all Game Sheets** (or Team Sheets) for all Leagues, Cup Competitions, Tournaments and Exhibition Games, the Team Registration Number **must** be included
3. Club/Team Officials entering any competition (i.e. League, Ontario Cup, other Cup competitions, Tournaments and Exhibition Games) **must** provide the Team Registration Number on the competition's ***"Team Entry Form" and "ATF's or AHEG's"***.

Tournament/Exhibition Game Procedure - **Appendix C**

"INDOOR" vs. "OUTDOOR" Competitions

In the changing landscape of Indoor Soccer in Ontario with the addition of full-size regulation turf fields to facilitate 11v11 Leagues/Tournaments/Exhibition Games throughout the traditional "Indoor Season" this appendix has been added as a clarification to what constitutes an "indoor" or an "outdoor" Exhibition Game or Tournament.

Indoor Soccer Competition Rules

As per OSA Policy 17.0 Indoor Soccer, an Indoor Rules Competition constitutes a game played where "Unless specified otherwise by the Rules of the competition a match shall be played by two teams, ***each with not more than six players and not less than four players on the field of play; one of the players shall be the goaltender***"

Outdoor Soccer Competition Rules

Will constitute any game played ***with between 7 – 11 players per side – regardless of whether the game is being played "inside" or "outside"***.

To play an "Outdoor 11v11" sanctioned competition you must be registered for the calendar year Outdoor Season.

To play an “Indoor 6v6” sanctioned competition you must be registered for the calendar Indoor Season.

Clubs **must** ensure that their teams are duly registered in the season for which type of game they wish to play or their application will not be approved

OSA Registration Policy and Guideline

There is an OSA Registration Published Rule (Policy 5.16) that states that:

An “Indoor/Futsal Team” shall be permitted to play in an “**Outdoor 11v11**” tournament played **in an indoor facility in Ontario** during the period of **January 1st to April 15th** provided that all the players are registered. *(Please see example below)*

EXAMPLE:

Using the full year from June 1st, 2010 to May 31st, 2011 as a guideline:

June 1, 2010 – December 31, 2010

OUTDOOR (11v11) Tournaments & Exhibition Games

- Registered **2010 OUTDOOR** Recreational or Competitive

INDOOR (6v6)/FUTSAL Tournaments & Exhibition Games

- Registered **2010-2011 INDOOR or FUTSAL**

January 1, 2011 – May 31, 2011

OUTDOOR (11v11) Tournaments (in Ontario)

- Registered as **2010-2011 INDOOR/FUTSAL (Until April 15th)**
- OR
- Registered **2011 OUTDOOR** Recreational or Competitive

OUTDOOR (11v11) Tournaments (outside Ontario) & Exhibition Games

- Registered **2011 OUTDOOR** Recreational or Competitive

INDOOR (6v6)/FUTSAL Tournaments & Exhibition Games

- Registered **2011 OUTDOOR** Recreational or Competitive

Certain leagues (i.e. AISL, OISL and CTISL) have been granted permission from the OSA to operate 11v11 leagues – yet allow their teams to use an INDOOR registration.

As such, these teams, although they are permitted to participate in 11v11 League play, **are still classified as an Indoor Team** – and this should be taken into consideration when applying for Tournaments and Exhibition Games.

Tournament/Exhibition Game Procedure - [Appendix D](#)

YRSA Travel Insurance Acknowledgement Form

(Submitted by YRSA Teams listing Insurance Policies for each player for Team Travel outside Ontario)

Club: _____ **Team Name/ID:** _____ **Trip Date:** _____ **to** _____

Coach: _____ **Manager:** _____

<u>Parent's Name</u>	<u>Player Name</u>	<u>Signature*</u>	<u>Insurance Co.</u>	<u>Policy #</u>
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* - By signing, the Parent is indicating that their child is covered under a travel insurance plan (as specified by the Company Name and Policy #) for the specified trip dates.