

SECTION 5 - REGISTRATION

PROCEDURE 1.0 - REGISTRATION OF ORGANIZATIONS AND INDIVIDUALS

- 1.1** An individual or organization must register with Ontario Soccer prior to participating in any soccer or Futsal programme under the jurisdiction of Ontario Soccer. An individual or organization is only registered with Ontario Soccer after the applicable data has been entered into Ontario Soccer's registration system.
- 1.2** An individual can participate as a player, team official, match official, referee assignor or administrator in a competition under the jurisdiction of Ontario Soccer by registering as such with Ontario Soccer.
- 1.3** A District Association shall:
- a) Register with Ontario Soccer through the annual Membership Renewal Process
 - b) Register all of its Clubs, Leagues and Administrators
 - c) Be responsible for ensuring and reporting that its Clubs have provided copies, either electronically or otherwise, of all of their registrations of Leagues, Divisions, Teams, players, team officials and administrators to Ontario Soccer
 - d) Be responsible for ensuring and reporting that its Leagues have provided copies, either electronically or otherwise, of all of their registrations of divisions and administrators to Ontario Soccer
- 1.4** A Club shall:
- a) Register with its District Association through the annual Membership Renewal Process
 - b) Register all of its Leagues, Divisions, Teams, players, team officials and administrators with Ontario Soccer
- 1.5** A League shall:
- a) Register with its governing organization through the annual Membership Renewal Process
 - b) Register all of its divisions and administrators
- 1.6** Ontario Soccer shall register players involved in National and Provincial Team programs who are not already registered with Clubs.
- 1.7 Club Team Officials**
- Each Club Team shall have a team official appointed by the Club.
 - Each Club Team shall have a Team Head Coach as a team official.
 - Each Club Team may have a Team Manager(s), Assistant Manager(s) and Assistant Coach(es) as (a) team official(s).
 - Such Team officials must be registered with this Association and shall be responsible for the team during the game.
 - Only a team official, meeting the certification requirements for that age division, shall be eligible for participate in a game, to be listed on the team sheet and to be present in the team's bench area.
- 1.8** All Club Teams entered into Ontario Soccer's Registration System with a "Club Registration Number" must be identified by the registered Club Name only.



PROCEDURE 2.0 – PLAYER REGISTRATION

2.1 Player Registration Categories

- i. Grassroots U12 and Below ages
- ii. Youth U13 to U18
- iii. Senior U19+
- iv. Open Aged Open

- 2.2** When registering with Ontario Soccer, acceptable proof of age must be provided by the player to the Club. The burden of proof of age shall rest with the player.
- 2.3** A player on a team playing in an amateur league is registered by his/her Club with that Club's District Association. A player on a team playing in a Pro-Am league is registered by his/her Club with Ontario Soccer. A player who is not registered with a Club and who is involved in a National and/or Provincial Team program is registered by Ontario Soccer.
- 2.4** The processing and validation of player registration, transfers, reinstatements and other transactions pertaining to player registration shall be approved by the applicable governing organization(s). Such authority may not be delegated to Clubs/Academies or Leagues.
- 2.5** As part of the registration process, the Club will allocate players to teams for players playing on an Under-13 or Older Aged Team, in a competitive League, a District Recreational League or a Sanctioned Competitive Competition(s).
- 2.6** Grassroots Players (U12 and below) will be registered into Ontario Soccer's registration system but are not to be assigned to a team. These players remain in an open roster system and are assigned to game day rosters in accordance to the limitation of the Matrices.
- 2.7** At a Club's discretion, it may register its recreational players into Ontario Soccer's registration system, playing in a Local League without assigning these players to teams.
- 2.8** A player is registered only after they have completed Ontario Soccer Approved Registration Form (hard copy or electronic) and their registration has been data entered into Ontario Soccer's registration system. The effective date of registration for a player shall be the day and time that the registration has been data entered in Ontario Soccer's registration system.
- 2.8.1** A player will become insured upon "Player Registration with Club" (ie. when the Club accepts his club registration form and club registration fee). The player, however would be ineligible to play in any Ontario Soccer sanctioned game until "Player Registration with Ontario Soccer" (effective after her/his registration has been data entered in Ontario Soccer's registration system) has been transacted.
- 2.9** A player may not register through Ontario Soccer's registration system or through the validation of a player registration form by the District Association before:
- i. For outdoor player registration: October 1st of the year preceding the outdoor playing season; and
 - ii. For indoor player registration: June 1st preceding the indoor playing season.
- 2.10** A player's "Player Assignment To Team" designation by its Club on an outdoor team for competition purposes is terminated on December 31 or when the Club de-allocates the player in Ontario Soccer's registration system, whichever occurs first. However for insurance purposes, the player's "outdoor" registration with Ontario Soccer is effective until May 31 of the following year for training purposes only.



- 2.11** A player's "Player Assignment To Team" designation by its Club on an indoor team for competition purposes is terminated on May 31 or when the Club de-allocates the player in Ontario Soccer's registration system, whichever occurs first. However for insurance purposes, the player's "indoor" registration with Ontario Soccer is effective until December 31 of the following year for training purposes only.
- 2.12** An amateur player may register on the following number of outdoor teams:
- a) A grassroots player may only be registered at any one time with one Club or Academy;
 - b) A youth player may register on a maximum of three outdoor teams, only one of which may be a competitive team; and
 - c) A senior player may register on an unlimited number of teams, only one of which may be a competitive team
- 2.13** An amateur player may register on the following number of indoor teams:
- a) A grassroots player may only be registered at any one time with one Club or Academy;
 - b) A youth player may register on a maximum of three indoor teams; and
 - c) A senior player may register on an unlimited number of teams.
- 2.14** A professional player may register on a maximum of one professional or **Pro-Am** outdoor team and one professional or pro-am indoor team.
- 2.15** Notwithstanding Procedure 2.12 and 2.13:
- a) A player may not play for more than one team in the same division or cup of any competition.
 - b) A league may limit the eligibility of a player registered on teams in other leagues from playing in its league.
- 2.16** With the written permission of its District Association, for local league recreational competition only, a Club may:
- a) Permit a player of demonstrated lower ability to play for an age level team within its Local League lower than the one to which he/she should, by age, be registered, provided that the age difference does not exceed two years; and
 - b) Place children with special needs at the appropriate age group.
- 2.17** Players U13 and older may be registered to play on a team in an older age division. Stipulations for players U12 and younger to play to an older age division are listed in the Grassroots Procedures of Section 6 Game Types.

PROCEDURE 3.0 – LEAGUE REGISTRATION

- 3.1** A League must be registered before any of its divisions are registered and before any teams are placed in those divisions
- 3.2** Each league's Governing Organization will assign it a "LEAGUE REGISTRATION NUMBER". That number shall be used when referring to the league in league registration, team registration, player registration, coach registration, and administrator registration.



- 3.3** Each League must register with its Governing Organization through the annual Membership Renewal Process and in accordance with the Governing Documents for both leagues and player registration. A League is registered only after its registration has been data entered in Ontario Soccer's registration system in accordance with Governing Documents. After the initial data entry of the league's registration in Ontario Soccer's registration system, the league shall remain registered until such time as the League's Governing Organization de-registers the league.

PROCEDURE 4.0 – CLUB REGISTRATION

- 4.1** A Club is registered only after its registration has been data entered in Ontario Soccer's registration system in accordance with Published Rules. A Club must be registered before any of its teams and players may be registered.
- 4.2** Each Club's District Association will assign it a "CLUB REGISTRATION NUMBER". That number shall be used when referring to the Club in Club League registration, team registration, player registration, coach registration, and administrator registration.
- 4.3** Each club will assign to each of its Club Leagues a "LEAGUE REGISTRATION NUMBER". That number shall be used when referring to the Club League in league registration, team registration, player registration, coach registration, and administrator registration.
- 4.4** Each Club must register with its District Association through the Annual Membership Renewal Process and in accordance with the Governing Documents. After the initial data entry of the club's registration in Ontario Soccer's registration system, the club shall remain registered until such time as the club's Governing Organization de-registers the Club.

PROCEDURE 5.0 – TEAM REGISTRATION

- 5.1** A team is registered annually by its Club to play in sanctioned competition(s). A team is registered only after its registration has been data entered in Ontario Soccer's registration system.

- 5.2** A team is not required to participate in a league in order to be registered as a team.

5.3 **Tournament Team**

A tournament team may be registered with its Governing Organization as a recreational or competitive team to participate in tournaments.

- 5.4** When registering a team, a Club must provide the following information:

- a) The address, telephone number, email address, date of birth, gender, and "Ontario Soccer REGISTRANT NUMBER" of the team contact;
- b) The address, telephone number, email address, date of birth, gender, and "Ontario Soccer REGISTRANT NUMBER" of each coach, manager and other team personnel;
- c) The "TEAM REGISTRATION NUMBER" of the team;
- d) The Team Status; Team Classification; Team playing season; Team Gender; and Team Age Classification
- e) The team must be registered as the "Club Name" followed by the Team Name.



- 5.5** In the team age divisions Under-21 and lower, each player on:
- An outdoor team cannot exceed the stipulated age before January 1 preceding the current outdoor playing season; and
 - An indoor team cannot exceed the stipulated age before January 1 during the current indoor playing season.
- 5.6** In the team age divisions Over-30 and over, each player on:
- An outdoor team must exceed the stipulated age before January 1 preceding the current outdoor playing season; and
 - An indoor team must exceed the stipulated age before January 1 during the current indoor playing season
- 5.7** In Open Age divisions, teams may contain players of any age over the age of 13.
- 5.8** Club shall register its U13 and older players on its teams, subject to the following maximum and minimum limits.

Team Status	Player Classification and Team Classification	Team playing season	Maximum Limit	Minimum Limit
Amateur	Grassroots Player Classification: 3V3 (No GK) (for Outdoor/Indoor/Futsal U6 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 6 Players	NOTES: There will be no maximum and minimum limits to each team as there is no "Player Assignment To Team" for Under-12 and younger aged players. There will only be "Game Day Maximums". Players registered with the Club are eligible to play in the appropriate age and gender classifications for each team.
	Grassroots Player Classification: 4V4 (No GK) (for Outdoor/Indoor/Futsal U7 & U8 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 8 Players	
	Grassroots Player Classification: 5v5 (With GK) (for Outdoor/Indoor/Futsal U8 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 10 Players	
	Grassroots Player Classification: 7v7 (With GK) (for Outdoor/Indoor/Futsal U9 & U10 Teams ONLY)	Outdoor Indoor	Game Day Maximum - 12 Players	
	Grassroots Player Classification: 9v9 (With GK) (for Outdoor/Indoor/Futsal U11 & U12 Teams ONLY)	Outdoor Indoor	Game Day Maximum - 16 Players	
	Youth Outdoor Competitive Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Outdoor	18 Players	



	Youth Outdoor Recreational Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Outdoor	25 Players	11 Players
	Youth Indoor (small sided) Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	18 Players	7 Players
	Youth Indoor (11v11) Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	18 Players	11 Players
	Youth Futsal Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	18 Players	5 Players
	Senior Outdoor Competitive Player/Team Classification	Outdoor	25 Players	11 Players
	Senior Outdoor Recreational (11-a-Side) Player/Team Classification	Outdoor	25 Players	11 Players
	Senior Outdoor Recreational (5-a-Side) Player/Team Classification	Outdoor	25 Players	5 Players
	Senior Indoor (small sided) Player/Team Classification	Indoor	25 Players	7 Players
	Senior Indoor (11v11) Player/Team Classification	Indoor	25 Players	11 Players
	Senior Futsal Player/Team Classification	Indoor	25 Players	5 Players
Professional or Pro-Am	A Club with one Professional/Pro-Am Senior Outdoor Competitive Team	Outdoor	As per Canada Soccer Rules and Regulations and Ontario Soccer's Terms Of League Operations with Professional/Pro-Am League.	As per Canada Soccer Rules and Regulations and Ontario Soccer's Terms Of League Operations with Professional/Pro-Am League.
	A Club with two Professional/Pro-Am Senior Outdoor Competitive Teams	Outdoor		
	Professional/Pro-Am Senior Indoor	Indoor		
	Professional/Pro-Am Senior Futsal	Indoor		

5.9 A Club must register, by no later than April 15, the minimum eleven players required on each team playing in a Youth Provincial Division or in a Youth Regional Division.

5.10 A Club may only register a maximum number of imports to play on a Professional/Pro-Am Team and that maximum number shall be annually determined by the Canada Soccer Board of Directors.

5.11 A female player may register and play on a female team, male team or a mixed team. A male player may register and play on a male team or a mixed team. This rule is binding on all leagues, cup competitions, tournaments and exhibition games under the jurisdiction of Ontario Soccer and all of its member organizations. Unspecified gender may play on a team in accordance to the Gender Diversity Procedure 5.13.

5.12 Club Team Officials

- Each Club team shall have (a) team official(s) appointed by the Club.
- Each Club team shall have a Team Head Coach as a team official
- Each Club Team may have (a) Team Manager(s), Assistant Manager(s) and Assistant Coach(es) as (a) team official(s)



Such Club Team officials shall be registered with this Association and shall be responsible for the team during the game.

Only a team official with a Team Official Ontario Soccer Identification shall be eligible to participate in a game, to be listed on the team sheet and to be present in the team's bench area.

5.13 Gender Diversity

As per Canada Soccer Policy regarding Neutrality and Non-Discrimination, the following operational procedure shall apply unless otherwise stipulated and will be assessed accordingly.

For the purpose of registration on gender-based amateur teams, a player may register with the gender team with which the player identifies, and confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held, and part of a person's core identity. Documentation satisfying the herein stated standard includes, but is not limited to, government-issued documentation or documentation prepared by a health care provider, counsellor, or other qualified professional not related to the player. In accordance with Canada Soccer, this procedure shall not apply to Canada Soccer's National Teams programs, but application of this or a similar policy shall be re-evaluated at such time a FIFA addresses the issue. Also in accordance with Canada Soccer, this procedure shall not apply to Professional Leagues.

- 5.14 Professional Clubs which are affiliated as an Associate Member of Ontario Soccer may, with the permission of Ontario Soccer, operate Senior Club Teams, Youth Club Team(s) or Club Academy Team(s), providing that the team(s) fully comply with Ontario Soccer standards for such teams. All registration processes involving the players and team officials shall be validated by Ontario Soccer, including team registration, player registration, team official registration, de-registration, transfers, temporary eligibility permits, trial registration permits and Registration Identification.

PROCEDURE 6.0 – ONTARIO SOCCER IDENTIFICATION

- 6.1 Except where stipulated in these Governing Documents, players and team officials shall be issued an "Ontario Soccer REGISTRATION IDENTIFICATION".
- 6.2 Players and Team Officials are responsible for having their Ontario Soccer REGISTRATION IDENTIFICATION at all games (including league, cup, tournament and exhibition games) for presentation.
- Failure to present Ontario Soccer REGISTRATION IDENTIFICATION shall render:
- the player ineligible to play in that game
 - a team official ineligible to participate in that game, to be listed on the team sheet and to be present in the team's bench area.
- 6.3 "Ontario Soccer REGISTRATION IDENTIFICATION" can be either an "Ontario Soccer REGISTRATION BOOK" or an "Ontario Soccer IDENTIFICATION CARD", which shall:
- have the effective date of registration (applicable to Ontario Soccer Registration Book), to that specific team (or Club in the case of Club Head Coaches) for that specific playing seasons; The effective date of registration should reflect the date of entry into Ontario Soccer's registration database.
 - be validated by the District Association
 - be accompanied by a valid Ontario Soccer Team Roster Report (in the case of an Ontario Soccer Identification Card)



6.4 The "Ontario Soccer PLAYER REGISTRATION BOOK" or "Ontario Soccer Identification Card" is the property of the person identified in the book or card. Identification must be returned to this person within five days of a written request for such.

6.5 Notwithstanding Operational Procedure 6.1, the following exceptions may be made:

- A Club operating an Outdoor Local League with the permission of its District Association, can waive the requirement for games in the league only for a player and/or team official to have an "Ontario Soccer Registration Book" or "Ontario Soccer Identification Card".
- An indoor team playing in an Indoor Local League or in an Indoor Tournament in which all the Indoor teams are from the same Club, players and/or team official(s) on that team will not be required to obtain an "Ontario Soccer Registration Book" or "Ontario Soccer Identification Card".

Grassroots Players:

- a player registered in the Under-8 or in a younger age classification will not be required to obtain an Ontario Soccer Registrant Book or Ontario Soccer Identification Card
- a Club may waive the requirement for games in its Under-9 to Under-12 Local Recreational competitions only, for a player and team official to have an " Ontario Soccer Registrant Book" or " Ontario Soccer Identification Card":
- a District Association may waive the requirement for games in its Under-9 to Under-12 Development competitions only, for a player and team official to have an " Ontario Soccer Registrant Book" or " Ontario Soccer Identification Card":
- a Festival Host Organization may waive the requirement for games in its Festival competition only, for a player and team official to have an " Ontario Soccer Registrant Book" or " Ontario Soccer Identification Card"

6.6 Any player who wishes to play up to a team in a sanctioned competition must be issued an Ontario Soccer registration book or Ontario Soccer identification card if they do not have one. Failure to present such document shall render the player ineligible to play in that game.

6.7 The "Ontario Soccer Identification Card" and "Ontario Soccer Registration Book" will be produced by verifying registration data from Ontario Soccer's registration system and will include the following:

- a) A plastic Identification Card or Registration Book following Ontario Soccer approved formats,
- b) which provides the following information:
 - the registrant's photograph;
 - the registrant's name;
 - the registrant's full date of birth;
 - the registrant's "Ontario Soccer REGISTRANT NUMBER";
 - an expiry date;
 - the name of the District Association where the player is registered; and
 - the name of the Club the player is registering to;
- c) player registration to a team will be verified by the Team Roster Report provided at each game; and
- d) the player's discipline status will be provided and inputted by the League, Tournament or Cup Competition. (applicable to the book only)

6.8 A valid photograph as referenced in the definitions section of the Governing Documents Operational Procedures shall mean a photograph that meets the photo specifications of Passport Canada which will include the following:



- The photograph shall be a Passport Canada style photo.
- The photograph must have been taken in the past six months.
- The eyes must be open and clearly visible.
- Glasses may be worn as long as the eyes are clearly visible.
- Sunglasses are unacceptable.
- The photo must show a full front view of the face with both edges of the face showing clearly.
- Black and white or colour photos are acceptable.
- Hats or head coverings are not permitted except when worn for religious reasons.
- Photocopies and scanned photos are not acceptable.
- The photograph shall be valid for up to three years for a youth player and five years for a senior player, coach or manager.

PROCEDURE 7.0 – ONTARIO SOCCER COMPUTERIZED REGISTRATION SYSTEM

7.1 Ontario Soccer will provide a framework by which all governing organizations of Ontario Soccer manage Ontario Soccer's registration system in order to ensure proper and appropriate use and security for the information stored within the database. This framework includes procedures, training instructions and reference documents that will assist and ensure Clubs, Academies, Leagues, District Associations and Ontario Soccer use best practices when using its registration system. The framework will be documented in the Operational Procedures in Ontario Soccer's Governing Documents.

7.2 A District Association must comply with player registration deadlines (including data entry requirements) or Ontario Soccer shall take over responsibility for that District Association's player registration in Ontario Soccer's registration system and charge back (to that District Association) all expenses incurred.

7.3 Schedule of deadlines for League Registration:

	Ontario Soccer Governed League	District Governed League
Provincial League	March 1	N/A
Regional League	March 1	N/A
District Competitive League	April 1	May 1
District Recreational League	April 1	May 1

Schedule of deadlines for Division Registration:

	Ontario Soccer Governed League	District Governed League
Provincial League	March 15	N/A
Regional League	March 15	N/A
District Competitive League	April 1	May 1
District Recreational League	April 1	May 1

7.4 Registration System User Account Procedures



7.4.1 Ontario Soccer

Ontario Soccer Staff and other authorized personnel will request user accounts from the Information Systems Department. Training will be provided by Ontario Soccer Staff or their approved designate.

7.4.2 District Associations

The District Administrator will be assigned a user account by Ontario Soccer's Information Systems Department or their approved designate. Additional accounts for the District Association will be created upon request by the District Administrator to Ontario Soccer's Information Systems Department. The User Confidentiality Agreement must be signed by each User before a User Account is created for that person. Training for the District Administrator will be provided by Ontario Soccer Staff or their designate.

7.4.3 Leagues and Academies (under the jurisdiction of Ontario Soccer)

User accounts will be created upon request to Ontario Soccer. The User Confidentiality Agreement must be signed by each User before a User Account is created for that person. Training will be provided by Ontario Soccer Staff or their designate.

7.4.4 Clubs and Leagues (under the jurisdiction of a District Association)

The Club or League President or designate advises the District Association who they have approved to receive access to the registration system. The Club or League also determines the type of access i.e., user is a registrar, webmaster, or league administrator for its organization. The User Confidentiality Agreement must be signed by each User before a User Account is created for that person.

The District Association identifies who the trainers are for each type of module. The District Association provides the training and training documents for its Club and League users. There can be an unlimited number of User Accounts for each organization, subject to the approval of the District Administrator.

7.4.5 User access is automatically terminated on March 31 of each year. Access renewal is subject to approval by the User's organization and the signing of a new User Confidentiality Agreement.

7.5 User Training

1. User Confidentiality Agreement is signed
2. User Access to and its modules is granted by either Ontario Soccer or District Association to users under their jurisdiction. Access is granted after the USER CONFIDENTIALITY AGREEMENT has been completed and returned to the appropriate organization.
NOTE: No Access will be given without the AGREEMENT properly signed.
3. Account is set up with Username – Password,
 - a. The Username is the users email address
 - b. The password should be at least 6 characters in length and contain letters and numbers
 - c. Changes to user name and password can only be done by the Trainer or designate.
4. Review components of agreement which refer to the Username and password.
5. Within each account, specific access is assigned for specific portals.
6. Organizations below the training organization are not allowed to give access to their members.
7. Tour of website, including control panel for training, reporting and support, along with the components they will be using.
8. User is trained on specific area they are assigned to
9. The User signs off that training was received and retains a copy of the Confidentiality Agreement.



PROCEDURE 8.0 – TRIAL REGISTRATION PERMITS

- 8.1** A **"TRIAL REGISTRATION PERMIT"** is a temporary registration with Ontario Soccer which shall only be used by players who are not registered with Ontario Soccer or a Provincial Association affiliated to Canada Soccer. Notwithstanding the fact that this is considered a registration with a specific team, it shall not be included in the count of total number of players registered with a team.
- 8.2** A player who was previously registered with a Club during the current playing season and who was de-registered by that Club, shall not be eligible to obtain a Trial Registration Permit to play for that Club during the current playing season.
- 8.3** A "TRIAL REGISTRATION PERMIT" entitles a non-registered player to play three games for a Registered Team during a thirty day period.
- 8.4** A player may obtain two "TRIAL REGISTRATION PERMITS" during one playing season. The trial period for each shall not overlap. Each Trial Registration Permit, in the current season, must be with a different Club. An outdoor playing season and an indoor playing season shall be considered different playing seasons.
- 8.5** The "TRIAL REGISTRATION PERMIT" shall be obtained from the District Association to which the team's Club is affiliated.
- 8.6** The District Association shall validate and issue a copy of the "TRIAL REGISTRATION PERMIT" and ensure that the form has both, the starting date and the expiry date of the trial period. The player may use the "TRIAL REGISTRATION PERMIT" to play in any three games for the team stipulated on the form and which occur during the trial period. Once the player has played in her/his third game, the District Association shall terminate the Trial Permit by revising the expiry date to the date of the third game.
- 8.7** A copy of the "TRIAL REGISTRATION PERMIT" shall be affixed to the team sheet submitted to the match official at each trial game. Prior to submitting the copy of the "TRIAL REGISTRATION PERMIT" to the match official, the team must write the date of the game on the "TRIAL REGISTRATION PERMIT".
- 8.8** A player using a "TRIAL REGISTRATION PERMIT" must also obtain "Ontario Soccer Identification" which must be available for presentation at the trial game in which he/she is playing. Failure to present the "Ontario Soccer Identification" shall render the player ineligible to play in that game.
- 8.9** A "TRIAL REGISTRATION PERMIT" shall be permitted, subject to the competition rules, at league games, exhibition games, and tournament games but not in cup games.
- 8.10** When making application for a "TRIAL REGISTRATION PERMIT", a player shall:
- a) Complete a "TRIAL REGISTRATION PERMIT" application form approved by Ontario Soccer;
 - b) Pay the fee as established by Ontario Soccer;
 - c) If the player is playing on trial for a competitive team, supply a recent passport-sized photograph (which shall be affixed, by the District Registrar, to the "Ontario Soccer IDENTIFICATION"
 - d) Indicate the starting date and the expiry date of the thirty day trial period.
- 8.11** A League or a District Association or the competition rules may impose limitations on the use of "TRIAL REGISTRATION PERMITS", provided that the limitations are applied consistently.



PROCEDURE 9.0 – SHORT TERM REGISTRATION PERMIT

- 9.1 A **"SHORT TERM REGISTRATION PERMIT"** is a temporary registration with Ontario Soccer which shall only be used by players who are not registered with Ontario Soccer or a Provincial Association affiliated to Canada Soccer for the specific purpose of playing in a tournament.
- 9.2 A "SHORT TERM REGISTRATION PERMIT" shall consist of a Short Term Registration form with a Team Roster Report which, when validated by the District Association, entitles all of the non-registered players listed on the report to play in all of the games of that specific tournament.
- 9.3 The "SHORT TERM REGISTRATION PERMIT" shall be obtained from and validated by the District Association in which the tournament is being played.
- 9.4 If a player's name is not included on the "SHORT TERM REGISTRATION PERMIT", she/he will not be eligible to play in that tournament.
- 9.5 There is no limit to the number of times a player may be listed on the "SHORT TERM REGISTRATION PERMIT" during one playing season. District Associations are required to keep a record of each "SHORT TERM REGISTRATION PERMIT" issued throughout the season.
- 9.6 A "SHORT TERM REGISTRATION PERMIT" is valid only for the specified tournament and must be accompanied by the associated "SHORT TERM REGISTRATION FEE" for each player listed.

PROCEDURE 10.0 – DE-REGISTRATION

- 10.1 A player may be de-registered for any of the following reasons:
- a) His/her Club declares him/her surplus;
 - b) With the consent of the Club's District Association, his/her Club ceases to operate the team on which he/she was playing
 - c) His/her League's playing season has ended
- 10.2 A player shall be de-registered by one of the following methods:
- a) Automatic de-registration of outdoor player by Ontario Soccer's registration system on December 31 and automatic de-registration of indoor player by Ontario Soccer's registration system on May 31;
 - b) Her/his Club de-registers the player in Ontario Soccer's registration system with the effective date of de-registration being the date of validation by Ontario Soccer's registration system;
 - c) Her/his Club submits a De-Registration Form to its District Association which de-registers the player in Ontario Soccer's registration system after which the de-registration is effective.
- 10.3 A player who has been de-registered during the playing season may register as a new player.
- 10.4 If the player de-registers and registers with an organization within his/her District Association, the player may not return to his/her original team until after a period of thirty days.
- 10.5 If the player de-registers and registers with an organization outside of his/her District Association, the player may not return to his/her team within the playing season.



PROCEDURE 11.0 – AMATEUR AND PROFESSIONAL PLAYER STATUS

- 11.1 Players who are not in receipt of any remuneration other than the actual expenses incurred during the course of their participation in, or any activity connected with, soccer shall be regarded as amateur.
- 11.2 Travel and hotel expenses incurred through involvement in a match and the costs of a player's equipment, insurance, and training may be reimbursed without jeopardizing a player's amateur status.
- 11.3 Any player who receives remuneration in excess of the amount stated in 11.2 in respect of participation in, or an activity connected with, soccer shall be regarded as professional.
- 11.4 The amateur/professional status of players shall be determined in accordance with Procedures 11.1, 11.2, and 11.3 above by the National Association with which they are registered.
- 11.5 Canada Soccer shall keep an official register of the professional/semi-professional players under its jurisdiction.
- 11.6 A player leaving a National Association shall not be described as professional/semi-professional unless he/she was last registered as such by that National Association.

PROCEDURE 12.0 – REINSTATEMENT FROM PROFESSIONAL TO AMATEUR STATUS

- 12.1 A player last registered with any National Association as a professional player must apply for "Reinstatement to Amateur Status" before being registered as an amateur player. **[Canada Soccer Policy]**
- 12.2 The procedure for approving the reinstatement of a player from professional to amateur status shall be as set out in Canada Soccer Rules and Regulations and in accordance with any additional requirements as set out in this section.
- 12.3 Each application must be:
- a) Made on a form approved by Ontario Soccer and supplied by the District Association with which the player's new Club is affiliated.
- 12.4 Upon receipt of a properly completed application, Ontario Soccer will issue a "Permit To Play Pending Reinstatement" with an effective date fourteen days after receipt of the application by Ontario Soccer. This will permit the player to be registered and play as an amateur player.
- 12.5 If the application for reinstatement is subsequently denied by Canada Soccer, the "Permit To Play Pending Reinstatement" will be cancelled.
- 12.6 A player who is registered as a professional player may be temporarily reinstated to play amateur indoor soccer or Futsal, subject to the following conditions:
- a) The application shall be on a "**TEMPORARY INDOOR REINSTATEMENT APPLICATION FORM**" which the player will obtain from his District Association;
 - b) The player shall submit the application form to the District Association with which he/she wishes to register as an amateur indoor or Futsal player;



- c) The application form must be accompanied by a "**letter of permission**" from the Club with which the player is under contract as a professional player;
- d) The application form must be authorized by the League of which the player's professional team is a member;
- e) The reinstatement applies to indoor soccer and Futsal only; and
- f) The player remains under contract, for outdoor soccer purposes, with the Club with which he/she has registered as a professional player.

PROCEDURE 13.0 – PLAYER TRANSFERS

- 13.1** A player shall be entitled to the following transfers:
- a) **Between teams within the same Organization** – Based on the limitations of the Club and competition of the applicable teams.
 - b) **Between Organizations within the same District Association** - Two transfers only during the current playing season within the jurisdiction of a District Association. However, a player once transferred cannot be transferred back to the team for which he was originally registered until a period of thirty days has elapsed.
 - c) **Between Organizations in Different District Associations** - One transfer within the jurisdiction of Ontario Soccer, unless approved by Ontario Soccer with a valid rationale.
 - d) **Inter Provincial Transfers** - One transfer between Ontario Soccer and any other Provincial Association, except that in the event of a player having been transferred under section a) and b) finding it necessary to return to the jurisdiction under which he was originally registered, he shall be allowed to transfer his services back to the team for which he was last registered.
 - e) **International Transfers** – Based on the appropriate administrative processes in place by FIFA and Canada Soccer.
- 13.2** No Registrant or Registered Organization shall unreasonably limit the right of a player to transfer to the team of his choice, between organizations affiliated with Ontario Soccer. The procedure for obtaining a transfer shall be as follows:
- a) The player shall complete the applicable transfer application form
 - b) The player shall give written notice of his intention to transfer to the Club, which operates the team with which he is currently registered.
 - c) The Club shall have seven days to sign the transfer form, indicating acceptance of the transfer.
 - d) If the Club does not sign the form within seven days, the player may appeal to his/her District Association, without fee, in accordance with Appeals Procedures. Such appeal must be submitted within seven days after the seven-day period specified has expired.
- 13.3** Notice of all transfers as hereby provided shall immediately be sent to the releasing organizations and to Ontario Soccer. The player so transferred shall be eligible once registered, to play all games for the team to which his transfer has been granted.



13.4 The fee payable for transfer shall be set by Ontario Soccer. The fee together with a copy of the transfer form, shall be sent to Ontario Soccer by the District Association into which the player is transferring within seven days of such transfer.

13.5 Transfers between teams within the same Club

Player transfers within the same Club to a higher or lower age or playing level classification shall remit the required Ontario Soccer registration fee to the applicable Club where applicable.

13.6 Inter-Provincial Transfers

A player moving from one province to another province, under the jurisdiction of Canada Soccer, shall not be registered until the player receives in writing a clearance from the Provincial Association under which the player was last registered. **[Canada Soccer Policy]**

13.6.1 Inter-Provincial Transfers for players transferring out of Ontario

- a) When another Provincial Association advises Ontario Soccer that a player has requested a transfer to that Province, Ontario Soccer shall immediately advise in writing, the District Association (with which the player was last registered) that a transfer has been requested.
- b) After being advised by Ontario Soccer about the Inter-Provincial Transfer (IPT) request, the District Association shall immediately advise the Club with which the player was last registered in order to obtain a statement from that Club that the player has no further obligations to the Club and is free to transfer.
- c) A District Association shall respond to Ontario Soccer within six days after it receives the written notification from Ontario Soccer about the Inter-Provincial transfer request.
- d) If the District Association does not respond within six days, Ontario Soccer shall:
 - a. Assume a compliance position by the District Association and Club; and
 - b. Advise the Provincial Association that the player has no further obligations to her/his former Club and is free to transfer.
- e) If a Club or District Association has a valid reason for delaying the issuance of Inter-Provincial Transfer, the District Association must advise Ontario Soccer in writing, the reason why the transfer should not be issues or should be delayed. Upon receipt of such a request, Ontario Soccer shall immediately advise the other Provincial Association about the reasons for not issuing the transfer.

13.6.2 Inter-Provincial Transfers for players transferring into Ontario

- a) When a player was last registered to play in another Provincial Association other than Ontario an Inter Provincial Transfer is required to release the player from the Province with which she/he was previously registered.
- b) The Club with which the player is looking to register within Ontario should complete Ontario Soccer's Inter Provincial Transfer form and send it to the District Association with which the Club is affiliated to.
- c) The District Association processes the Inter Provincial Transfer form and sends it to Ontario Soccer. Ontario Soccer sends the Inter Provincial Transfer form to the other Provincial Association requesting the player's release.
- d) Once the release is approved by the other Provincial Association, Ontario Soccer will notify the District Association of the player's ability to transfer and register with their desired Club.
- e) Players are not allowed to register until they receive confirmation of approval from Ontario Soccer



13.7 International Transfers

International Transfer Certificates (ITCs) are only necessary for players who came to Canada after the age of 10. An amateur or professional/semi-professional player who has previously registered with another National Association requires an international transfer certificate issued by that National Association before the player is eligible to register under the jurisdiction of Canada Soccer. [FIFA Policy] [Canada Soccer LINK](#)

An amateur or professional/semi-professional player who has become eligible to play for a Club affiliated to a National Association may not qualify for a Club affiliated to another National Association unless the latter National Association has received an international transfer certificate issued by the National Association which the player wishes to leave.

13.8 International Transfer Certificates for Players Transferring to Canada

13.8.1 Each application for an International Transfer shall be on an online form approved by Ontario Soccer and supplied by the District Association with which the player's new Club is affiliated.

13.8.2 The procedure for approving the international transfer of a player shall be:

- a) The application form shall be completed and signed by the player and his/her new Club; and shall be submitted to the new Club's District Association.
- b) The new Club's District Association is required to:
 - a. Check that the application form is in order;
 - b. Approve the application form;
 - c. Forward the application form to Ontario Soccer with all necessary documentation
- c) Ontario Soccer is required to:
 - a. Verify that the application form is in order
 - b. Approve the application form
 - c. Forward the application form to Canada Soccer
 - d. Provide the District Association with a "Permit to Play" for the player awaiting an International Transfer Certificate. The "Permit to Play" will entitle the player to register with their desired Club 30 days from the date the ITC application was received by Ontario Soccer if the approval is not received before 30 days from Canada Soccer.
- d) Canada Soccer is required to:
 - a. Review and process ITC application request from Ontario Soccer with the applicable foreign governing organizations
 - b. Advise Ontario Soccer once it has been notified that an ITC is being issued by the players former National Association and send a copy of the ITC or;
 - c. Send a Provisional Transfer Certificate (PTC) to Ontario Soccer if the approved ITC is not received by the foreign association within 30 days.



13.8.3 International Transfer Clearance for players transferring out of Canada

When Canada Soccer advises Ontario Soccer that a player has requested a transfer to another Country, Ontario Soccer shall immediately advise, in writing, the District Association (with which the player was last registered) that a transfer has been requested.

- 13.8.4** A District Association shall immediately advise the Club with which the player was last registered and request a statement from that Club that the player has no further obligations to the Club and is free to transfer.
- 13.8.5** A District Association shall respond to Ontario Soccer within six (6) days after it receives the written notification from Ontario Soccer about the International Transfer Clearance request. Ontario Soccer shall assume a compliance position by the District Association and Club and advise Canada Soccer, if a response is not received within 6 days.
- 13.8.6** If a Club or District Association has a valid reason for delaying the issuance of an International Transfer-the District Association must advise Ontario Soccer in writing, the reason why the transfer should not be issues or should be delayed. Upon receipt of such a request, Ontario Soccer shall immediately advise Canada Soccer about the reasons for not issuing the transfer.
- 13.8.7** If Ontario Soccer does not respond to Canada Soccer within seven days of a request by Canada Soccer for an International Transfer for a player, Canada Soccer shall assume a compliance position and shall immediately issue the International Transfer Certificate (for that player) to the other National Association.
- 13.8.8** In the case of a refugee player, the Club shall write a letter to Ontario Soccer and send a copy of such letter to its District Association. The letter must include:
- a) The name, date of birth, address, gender and telephone number of the player;
 - b) The name, address, and telephone number of the new Club with which he/she wishes to register;
 - c) The player status and player classification of which the player wishes to register in Canada;
 - d) The name of the player's former Club (with which he/she was last registered);
 - e) The name of the National Association to which he/she was last registered and the year of that registration; and
 - f) The player status and player classification when the player was last registered with his/her former Club and former National Association.
- 13.8.9** Ontario Soccer shall forward the above information to Canada Soccer which will refer the matter to the FIFA Players' Status Committee. Based on its investigation, the FIFA may issue a document equivalent to an international transfer certificate. If such is the case, Canada Soccer would then authorize the player's registration in Canada and advise Ontario Soccer. Ontario Soccer would advise the player and the player's new District Association. If FIFA does not issue this document, the player may not register in Canada unless he obtains an international transfer certificate from his former National Association.
- 13.8.10** In the event it is discovered that a player, who was last registered in another country, has registered in Canada without an international transfer certificate:
- a) The player shall be declared an ineligible player;
 - b) Any games in which the player played shall be forfeited to the opposing team, in accordance with the competition's rules; and
 - c) The player shall be subject to disciplinary action.



- 13.9** A professional player may be loaned between two professional teams. The "**Loan Agreement**" is subject to the following conditions:
- a) The agreement must be signed by the player and both teams;
 - b) Copies of the signed agreement must be distributed to: the player; both teams; the League(s); and Ontario Soccer;
 - c) The agreement shall stipulate the time period of the loan and specify which date that the player must be returned to the loaning team;
 - d) The team receiving the "Loan Player" must agree to pay, during the loan period, the player's salary, as per the original contract, or as per an amount re-negotiated between the player and the team receiving the "Loan Player"; and
 - e) The amount of the salary must be stipulated in the "Loan Agreement".

13.10 International Club Trial Request

Players invited to have a formal trial with an overseas Club shall follow the following process:

- a) Player requests permission from his/her Ontario Soccer affiliated Club
- b) Club requests permission from District Association (providing name, Ontario Soccer number, dates of trial and name/location of overseas Club)
- c) District Association verifies requests and forwards it to Ontario Soccer
- d) Ontario Soccer processes the request to Canada Soccer
- e) Canada Soccer provides written permission which is passed back down through to the Player

Request should be put through in a timely manner in order to process in advance of the trial.

