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Rules & Regulations – Competitive Teams U9-U18

General

These Rules & Regulations govern Competitive Teams U9-U18 (also known as Representative, or Rep teams) that have been authorized for play by the Barrie Soccer Club (BSC or the Club).

Competitive Teams shall be subject to the policies outlined in the Club's Constitution and Rules & Regulations available on the Club's website unless otherwise indicated in this document.

If circumstances dictate, the Club may elect to enter more than one team in an age division of an Ontario Soccer (OS) sanctioned league.

The BSC follows the rules, regulations and policies of Canada Soccer and Ontario Soccer on matters related to Discipline, Harassment, Dispute Resolution, Cast Policy, Concussions, Anti-Doping, etc.

In case of any omissions from this document Canada Soccer and/or Ontario Soccer guidelines will apply.

Competitive Team Uniforms

1. All Competitive & Development players and team officials (where applicable) will be required to have and wear club issued uniforms as detailed in items 2 and 3 below, as per the contracted arrangement with the club's official supplier. No deviations can be made to this regulation without the approval of the Club's Board of Directors. Players and team officials are required to wear club apparel at all team playing events.
2. Teams have the option to put players' last names (full surnames only, not short forms or nicknames) only on any uniform provided by the club at a cost to the team. The entire team must have their last names printed on the uniform to have consistency throughout the uniform look. Therefore all names must be printed on all players' chosen uniform item, or no names can be printed. The "Rep Uniform Printing Request" form (available on the Club's website) must be submitted to the Club by the deadline date. Also the uniforms must be dropped off to the club by the deadline drop off date.
3. Compression garment colours must match the club uniform colours and be the same colour for every player on the team.

Selection of Competitive Coaches

1. A selection committee consisting of the Club Technical Director and appointed designates, shall choose the Team Head Coach for each Competitive team. All Technical Lead Coaches must apply and go through the interview process annually. All Development Pool Coaches will be appointed by selection committee after applying and going through the interview process.

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2. At the end of the current season, the club shall request formal applications (available on the BSC website) from persons wishing to be a Team Head Coach for the following season. Applications for coaching must be received by the Club office by the deadline stated on the application.
3. The Selection Committee may or may not interview each applicant in order to select the person, in their opinion, best suited for the position of Rep Team Head Coach. The selection of the Rep Team Head Coach shall be completed prior to the commencement of the fall player tryouts for the following season. Coaching selections made by the Selection Committee are final.
4. The Competitive Team coaching staff from each team shall consist of a minimum of three people; Team Head Coach, Assistant Coach and Team Manager. At the discretion of the Team Head Coach a fourth person can be added to the staff as another Assistant Manager. Note that Ontario Soccer (OS) currently does not recognize the position of Team Trainer. It is Club policy that the Team Manager cannot be related to the Team Head Coach. The responsibilities for these positions are listed in this document. No one person shall assume the duties of two of these positions. All members of the coaching staff shall have a valid and current OS card, and police record check. One member of the coaching staff must have a valid first aid certificate. The Team Manager must complete the Respect in Sport Parent Program.
5. Female teams must have at least one female member on their team staff.
6. Any individual who is selected as team staff must apply to the Club Technical Director in writing requesting permission to be a Head Coach or Assistant Coach with any other Club Rep Team.
7. Team Head Coaches must attend training and information sessions presented by the club throughout the year, non-attendance is subject to a fine levied to the team.

Qualifications of Competitive Team Coaches

1. All Competitive and Development Team Coaches shall have the level of coaching certification as specified by OS for the specific age the coach is coaching. Technical Trainers must meet the coaching requirements.
2. The Club shall coordinate formal certification for Team Coaches, which shall typically take place during the winter and information can be found on the Club's website. All costs to obtain said certification should be initially borne by the coach. Upon successful completion of the course, the club will reimburse the coach for 50% of the cost of their training program, if the coach returns in the following season, reimbursement for the remaining 50% will be made in June of that year. Reimbursements will only be given out to coaches rostered to a BSC team. Coaches must fill out

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the “Coach Course Reimbursement Form” (available on the BSC website) and submit to the Club before the end of the current season for reimbursement.

Responsibilities of Competitive Team Head Coaches

The duties and responsibilities of the Rep Team Head Coaches are as follows:

1. The Competitive Team Head Coach must take direction from the Club Technical Director and Technical Trainer as is related to player and coach development.
2. The Team Head Coach should develop a season plan, if not possible a training curriculum will be provided by the Club.
3. The selection of all players on the team will be conducted by the Club’s Technical Staff and Technical Lead Coach/Team Head Coach. If the Technical Lead Coach/Team Head Coach had a child on the team, the Club’s Technical Staff will select the players. Development Coaches will follow the Club Curriculum set out by the Technical Director.
4. Development of and leading of team practices.
5. On-field decisions during a game.
6. Selection of Assistant Coaches, Managers, and Assistant Managers.
7. Development of team objectives to be communicated to players and parents prior to the commencement of the season.
8. Assist the Team Manager in developing an operating budget for the team (a budget template is available on the Club’s website). The Rep Team Head Coach must provide final approval of the team budget.
9. Selection of their Team Roster by the date set by the Club Technical Director for the current season. “Roster Deadline Extension Request” (available on the BSC website) forms can be submitted prior to the set roster deadline date.

Responsibilities of Assistant Coaches

1. Assistant Coaches must support the Team Head Coach in all aspects of player selection and development and shall be responsible for various duties that have been delegated by the Team Head Coach.

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2. Assists the Rep Team Head Coach in the development of the seasonal plan for the team.
3. The Assistant Coach must be capable of performing the duties of the Team Head Coach, if required, at a practice or game and must represent the Team Head Coach if he/she cannot attend a technical meeting provided by the Club as per Article III, Item #7.

Qualifications of Team Managers & Assistant Team Managers

1. Rep Team Managers are not required to have a Coaching certificate but they must have a current and valid OS card, valid police record check on file, be listed on the OS team roster and have completed the Respect in Sport - Parent Program.

Responsibilities of Team Managers

The duties and responsibilities of the Rep Team Managers are as follows:

1. All financial matters including the administration of the Team Account. Team Managers shall work with the Team Head Coach to develop an operating budget. The Competitive Team Head Coach must give final approval to the team operating budget.
2. Collection of player fees and Team fees from players.
3. Providing the Club with information to order uniforms for their team by the deadline date using the Club supplied Order Form.
4. The proper administration of all sponsorship/fundraising activities.
5. Overseeing corporate sponsorships for the team.
6. Communication to the players and parents regarding all issues concerning the team including the Team Account (Note: Team Managers are requested to keep copies of all written correspondence to players and parents throughout the season).
7. Entering teams in and organizing tournaments/exhibition games/indoor leagues as directed by the Team Head Coach.
8. Ensure that all players complete a BSC Player Medical Information Sheet, which is posted on the Club's website. The Manager will ensure that copies of these forms are brought to each team activity and are available in case of emergency. Managers are instructed to fill out and submit the "Accident/Incident" (available on the Club's website) form to the Club within 15 days of the accident/incident when professional medical attention is required after the accident/incident.

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9. Ensuring that all Rep players on their roster have a properly authorized OS Player Card printed by the Huronia District (HDSA) which includes a recent coloured passport size photo of the player and that all players are included on their OS Team Roster. It is the responsibility of the Manager to coordinate the authorization of the OS Player and Team Official cards and roster submissions/updates through the Club Office. The Manager must ensure that the authorized OS Cards for all players are brought to each game and tournament (for the indoor or outdoor season) as they may be required to present these cards to the appropriate representative. Team Managers are responsible to turn in the OS cards to the Club Office at the conclusion of the outdoor season annually.
10. Team Managers may be required to give the OS cards to a player on a temporary basis if they are called up to play for another club team. The Team Manager is not authorized to give the OS card to a player if they want to play for a team on another club. In such instances they will direct the player to contact the Club Office.
11. Ensure that all players and parent/guardians are aware of the Rep Rules and Regulations which are available on the Club's website.
12. Ensure that each player and parent/guardian signs a 'Code of Conduct' form (available on the Club's website) prior to the start of the season. Team Managers should hand these signed codes of conduct into the Club Office as soon as possible at the start of the season.
13. Submitting the final team roster as selected by the Team Head Coach to the Club Office with a copy to the Club Technical Director by the deadline date.
14. Regularly attend Competitive Managers meetings called by the Club throughout the year.
15. Hand in 'Equipment Inventory' form (available on the BSC website) at the end of the season to the club office.

First Aid Equipment

1. Each team is required to carry a properly equipped first aid kit, which shall be brought to each game and practice. Any person going onto the field of play during a game and attending to an injured player must be a member of the Team Official Staff and have qualified first aid certification on file at the club. First Aid Certificate training costs for team officials should come out of the team account.
2. If the trained First Aid member of the Coaching Staff is the opposite gender of the team, a member of the Coaching Staff of the same gender as the team (or parent if injured player is

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removed from the field) must accompany the First Aid attendant when they are providing First Aid to a member of the team.

Code of Conduct for Team Officials

The conduct of Team Officials shall be exemplary and in accordance with the Objectives of the Club as specified in the Constitution (available on the Club's website).

1. Team Officials shall ensure that all players, parents/guardians, and spectators associated with the team, conduct themselves in a way that is consistent with the Constitution of the Club, these Rules and Regulations, the Laws of the Game, league rules and regulations, OS rules and regulations, codes of conduct, and the generally accepted norm of good sportsmanship and any other rules, regulations, policies and procedures of the Club as set out from time to time..
2. Team Officials shall not transport players nor shall he/she conduct or attend a practice or game while under the influence of intoxicating substances. Failure to adhere to this rule will result in disciplinary action from the Club.
3. Team Officials will abstain from possession and drinking of alcoholic beverages or any illegal substance at practice and game fields, and at all competitions.
4. Team Officials will not smoke or use any form of tobacco while on the field of play during games, scrimmages, practices or competitions.
5. All Team Officials of BSC teams must agree to have a Police Record check conducted on themselves. Police record checks shall be updated every 3 years (36 months). Information on police records checks can be found on the Club's website.
6. The Club reserves the right to remove any Team Official who does not meet the guidelines of the Club's Constitution, these Rules and Regulations, or brings the club into disrepute.
7. Team Officials shall not play, nor conceal from officials of the Club, any ineligible player.
8. Team Officials shall not leave any youth player unattended at any team function/activity.
9. Coaches who are calling up players from other teams (where applicable) must first contact that team's Head Coach advising them of their intentions before contacting the player.
10. Players, Coaches or Managers who fail to demonstrate and promote good conduct on or off the field risk suspension from the Club. Any monetary fines occurred by any member/spectator of the team is the sole responsibility of the team. Funds will be deducted out of the team account.
11. Purchases of alcohol or anything else considered not suitable for youth consumption cannot be

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reimbursed through team accounts.

12. A member of the team staff must attend any discipline hearings the team has been asked to attend.

Players

1. All players participating in games with Rep teams shall be registered and in good standing with the club.
2. Players shall be selected by the Rep Team Head Coach by participating in a series of tryouts to be held in the fall after the completion of the outdoor season. These tryouts will be arranged by the club and must be held on the dates designated to each team. Every player participating on a Representative Team must pay the tryout fee, regardless if they attend the designated tryout weekend or not.
3. In an age group where there is one team, at the conclusion of the fall tryouts, the Team Head Coach shall submit a list of a minimum of eighteen (18) players for registered Youth teams to the Club Office Administrator. Coaches may invite players over and above their roster selections at any given time for their winter sessions (subject to fees), up to the submission of their Final roster to the Club Office on said date of the upcoming season on approval of the Club's Technical Director.
4. In age groups where there is a Development Pool in the U9-U12 age groups, the final decision on players being placed in either the blue or white group would be April. At the conclusion of tryouts in the fall in the U13-U18 age groups, players will be informed by October if they are successful or not. The head Coach of the Blue Team will choose the players first and the remaining players will be evaluated by the White Team coach. The players on this roster may not necessarily be on the final roster of either competitive team for the following outdoor season and the Team Head Coaches should inform the players and/or parents accordingly. Coaches may invite players over and above their roster selections at any given time for their winter sessions (subjects to fees) up to the submission of their final roster to the Club Office on said date of the upcoming season, on approval of the club's Technical Director.
5. In an age group where there are two teams, any player selected by the coach of the "A" team to their roster must play for that team for the season. Players that are selected to play for the "A" team but choose not to play for that team will be assigned to the Recreational League and may not be used as a call-up player for either the "A" or "B" team during that season.
6. By the date set by the Club of the upcoming season the Team Head Coach and Technical Lead for Youth teams must submit a final roster to the Club Technical Director and Club Office. The Technical Lead coach or the Pool Manager will submit a final roster to the club Office of 10 players for U9/U10, 12 players for U11/U12, and 16 players for U13 and above. After the date set

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up the Club, players can be added or subtracted to the final roster in accordance with the rules and regulations of their competitive league but only after receiving permission from the Club Technical Director. The team roster may only be increased or decreased from the levels identified above by obtaining the permission of the Club Technical Director.

7. Players shall be required to play within their own age group. The committee shall, among other things, evaluate a player in normal playing situations of full-field soccer in either the outdoor or indoor environment over a period of time to be determined by the committee. No player who has been released at their own age group shall be eligible to try out with a Club team at an older age group without the permission of the Club Technical Director. Any underage player already playing at a higher level will be evaluated annually by the Club. It is advisable to inform the Club of a player's intention to play up an age group for the next season during the current season, to allow a Barrie FC Technical Staff time to evaluate the player and determine if the player is eligible to move up an age group for the following season.
8. Fair playing time: U9 – U12 equal playing time should be allotted throughout the season, unless a player has commitment or behaviour issue. U13 – U18 equal playing time is recommended to develop players, but if a player has commitment or behaviour issues then it is not guaranteed.
9. Recreational League players may be used by Rep Teams on a "call-up" basis in accordance with the Rep teams competitive league rules. The Rep Manager shall first inform the appropriate Recreational League Convener and Recreational League Coach before contacting the player. Recreational League players must fulfill their obligations to the Recreational League team if there is a scheduling conflict with the Rep Team. All players promoted from Recreational League must have an authorized OS Player card before they can participate in a competitive league.
10. Players who leave of their own volition from a Rep team during the season will not be allowed to play in the Club Rep program for the duration of that season.
11. Players participating in Club practices or tryouts must be registered and in good standing with the Club. Players who previously did not play with a BSC team must contact the Club Office before being allowed to participate in a practice or tryout. Players that leave a club team on their own volition during the season are not eligible to recover their registration fees. Players that leave are not eligible to receive any Team Fees paid or money raised by the team for fundraising held in the team's account.
12. Players may play on one (1) team only unless given permission by the Club Technical Director.
13. Players are required to attend all discipline hearings. If under the age of 18, the parent/guardian must be in attendance as well. If attending a League Discipline Hearing, players are required to bring their OS Player Card with them to the Discipline Hearing. If found guilty of a discipline infraction and suspended from future games, the player is responsible to request their player card from the team manager. In the event the manager has lost the card, the club office must be

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contacted so that the HDSA office can print a new card.

Code of Conduct for Competitive Players

1. The Team Manager shall have each player review and sign a 'Code of Conduct' form (available on the Club's website) and/or Player Contract before the beginning of each season. The Club office will keep the signed copy on file.
2. The conduct of Rep Players shall be exemplary and in accordance with the Objectives of the Club as specified in the Constitution, these rules and regulations and the aforementioned Code of Conduct (available on the Club's website).

Leagues

1. Teams playing in competitive leagues are bound by the Constitution and Rules & Regulations of said league as interpreted by the external league executive and its officials.
2. Competitive external leagues are responsible for the administration of discipline over club teams while playing under their authority. Any and all disciplinary action taken by such leagues against club members shall be reported to the club.
3. Teams that are issued disciplinary fines by external leagues are responsible to pay said fines through their team accounts. The club is not responsible to pay for team disciplinary fines.

Fines

All fines incurred by a team are the responsibility of the team. While invoicing for fines will come to the Club and in some case offences may be a reflection upon the Club the fines themselves are the responsibility of the team that incurred the fine.

Note, in some leagues fines are progressive. The YRSL uses incremental fines for offences such as game forfeiture, no shows, ineligible players etc. For example a game forfeiture is \$150 for a first offence, \$250 for a second offence, and \$500 for a third offence. The CSL applies a \$200/\$400/\$600 structure for a similar offence.

In circumstances where multiple teams in any season incur fines for the same offence, the Club will cover any incremental cost for 2nd and 3rd offences if the offence was not associated to the same team.

i.e. U13 Boys Blue is fined and it's the club 3rd offence, U13 Boys Blue has never been fined in the current season for the same offence they will only be assigned the lesser amount (i.e. for CSL they would be fined \$200 for a game forfeiture).

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If a specific team has incurred multiple fines in any given season then they will be required to pay the incremental costs associated as noted above.

In some cases a fine may be specific to an individual on the team, a parent or team official. When the Club receives the invoice the funds will be attributed to and taken from the appropriate team. In the event the team determines that the parent or person should be personally responsible the Club will notify the individual but in all cases, if the fine is not paid the team will be responsible. Please note that each team is responsible for the behaviour of their parents, and should do everything to ensure the parents represent the club in an exemplary way at each team event (i.e. game, training session etc.).

A player may be flagged as not in good standing should a fine not be paid that is attributed to them.

Teams should consider fines as part of their budget.

Competitive Team Accounts

1. All teams must maintain an account of their financial record that will be administered by the Club and the Team Manager. Teams may NOT set up an account with an outside financial institution.
2. The Team Manager shall be responsible for ensuring that all transactions regarding the account are reported to the Club office. The Club office will provide a statement of the account to the Manager each month.
3. The Manager must ensure that the account is always in a positive balance.
4. Managers should keep a detailed record of all transactions regarding the account and be prepared to provide copies of receipts to parents and/or the Club if required. It is expected that expenses shall be in line with the team budget developed by the Team Manager & Team Head Coach prior to the start of the season. For Development Teams in pools where there is a Technical Lead, the team should develop their budget with the Pool Manager and Development Pool coaches.
5. Whenever possible, payments to third parties (e.g. for equipment, fields, etc.) should be processed through the Club office and not paid directly by the team.
6. Funds in Competitive & Development team accounts remain with the team from season to season, regardless of changes in coaching staff or players.
7. All team assets shall remain the property of the team (equipment, tents, etc., or any other items

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deemed team property) no matter how this equipment was purchased or obtained by the team. At the beginning of the season, the Team Manager shall develop an inventory of team assets (inventory template form is available on the Club's website), update it throughout the season as applicable and submit the final copy of the inventory at the conclusion of the season to the Club's office.

8. In the event that a team disbands, team funds and assets will go to the Club.
9. At the conclusion of each outdoor season the team's account shall be frozen by the club and not reopened until a Team Manager is appointed for the following season. Accordingly, all deposits and expenses for the season must be submitted by the Team Manager and processed by the Club office no later than the set club deadline date.
10. Age groups that have a Technical Lead Coach will have one (1) team account that all team fees, sponsorship, and fundraising money is deposited into. Once a group leaves the program, funds will be split evenly between the two tiers. If there is one team the year immediately following, all monies will go to the one team.

Competitive Fees & Team Fees

1. The Club shall set Rep Fees and payment terms (if offered) for the upcoming season by the Rep Tryout weekend each year. Rep Fees are designed to cover cost of entering teams into a competitive league, provide the team with uniforms and equipment, and cover the cost of training facilities. The Rep Program Information sheet can be found on the Club's website.
2. Rep Fees may be paid by an outlined payment plan schedule (parent can email info@barriesoccer.com to request this) or by a lump sum payment before the season starts. Team Managers must provide players needing financial assistance with the Funding Assistance Programs Info Package (information sheet and application form can be found on the Club's website).
3. Teams requiring additional funds (i.e. Team Fees) for tournaments, equipment not covered by Rep Fees, etc. are responsible to pay these amounts from their Team Account through Fundraising, Sponsors, Donations and Team Fees.
4. Team Fees must be submitted to the club separately (i.e. by separate cheques) from Rep fees.

Fundraising & Sponsorship

1. Each team is welcome to solicit a sponsor or multiple sponsors for the team, and hold fundraising events. Each Sponsor the team receives requires BSC approval. All fundraising/sponsorship activities undertaken by a Rep team must receive prior permission from the Club by submitting the Sponsorship and Fundraising Approval form (available on the

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BSC website and in the link below), and a brief outline of their plan and any print collateral associated with it via email to the Director of Fundraising/Sponsorship. This form must be submitted at least 30 days prior to the fundraising/sponsorship event. All money raised through Sponsorship and Fundraising will belong to the team. Each team is responsible for the cost of placing sponsorship logos on their jerseys, bags, or other equipment. As well each team is responsible for all costs associated with any fundraising event.

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2. The Club may reject any proposal that is not in accordance with the Objectives of the Club as specified in the Constitution (available on the Club's website) or violates a lottery license, or rule of a governing body, municipality or the laws of the Province of Ontario. Please contact the Club for more details.
3. The Club is not a registered charity and as a result cannot issue official tax receipts. The club office will issue a receipt of payment to any company or individual making a donation or sponsorship if requested.
4. Money collected from fundraising/sponsorship must be handed into the Club office within five (5) working days after the completion of the event. Any cheques must be payable to the Barrie Soccer Club, not to an individual or Team.
5. In return for sponsor's financial support, a team sponsor may have their company name and/or logo on the team jersey or other BSC provided uniform items. The Club must approve all sponsors before payment is accepted and the corporate name is put on the uniform. The Club reserves the right to place a title sponsor on all jerseys.
6. A Rep Fee Deposit Slip, accompanied by all receipts, must be submitted to the Club Office after each fundraising activity. A Rep Fee Deposit Slip can be obtained from the BSC website.
7. Club funds will not be made available for "up front" payments for fundraising.
8. All money collected through fundraising/sponsorship initiatives shall be used for team fees and rep fees. If a team chooses to use fundraising/sponsorship initiatives to offset their predetermined rep and team fees, the Team Manager shall ensure that there is written agreement from all participating parents/guardians and a 75% agreement to this initiative. In no circumstances can the amount of money returned to the parent/guardian through fundraising/sponsorship exceed the amount of the rep and team fees. Any surplus amount collected through fundraising/sponsorship shall go into the Team Account and carry over to the next season regardless of change(s) to the team roster.
9. Rep Teams may offer the following assets to sponsors:

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- Logo placement on HOME set of uniforms
- Logo placement on AWAY set of uniforms
- Logo placement on team banners
- Logo placement on team website

- Rep teams should refrain from using the word “donate” when fundraising. Donations are generally given to charities, with nothing received in return, and a tax receipt is generated to recognize the donor contribution. If a Rep team is selling something, it should use the term “fundraising,” and ask people to “support” or “help” the team.
- Sponsorship is not a donation. Sponsorship is an expense incurred by a company to promote its business. Sponsors receive benefit by having their brand recognized with BSC and/or a team.

10. Any team running a fundraising/sponsorship event without prior Club approval shall be subject to Club discipline and shall be deemed “not in good standing” with the Club.

COMPETITIVE TEAM FINANCES

Competitive Teams will adhere to the financial policies of the Barrie Soccer Club and are subject to the annual audit. Budgets of Competitive Teams will be approved by the Director of Competitive annually. All funds associated with a Competitive Team will be processed through the Barrie Soccer Club and all receipts of funds will be in the name of the Barrie Soccer Club.

The Team Manager is responsible for the handling of team funds and maintaining an accurate record of all transactions throughout the season. The Team Manager shall develop an operating budget by March 1 annually with the Head Coach using the **Team Budget Template** found on BSC website under Managers section.

All team budgets are to be sent to the Director of Competitive and forwarded to the club’s Board of Directors for approval with a copy provided to the office for official records at info@barriesoccer.com

ALL Competitive Team Accounts **MUST** be held by the Barrie Soccer Club.

ALL funds collected **MUST** be deposited into BSC Rep Account, including fundraising monies that are intended to be reimbursed to parents to offset team fees.

ALL cheques from fundraising, team fees and sponsorships **MUST** be made out to the Barrie Soccer Club NOT to an individual.

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ALL payments on behalf of the team **MUST** be made by cheque from the Rep Account (funds must be deposited first and payments made by cheque).

The Team Manager will work with the BSC Bookkeeper to ensure accuracy of all funds. At the end of the season, a financial statement shall be forwarded to all parents.

Reimbursements will be made once per year after the season has ended and once all obligations of the team have been deducted from the account. In the event a reimbursement must be made prior to November 15th, a request must be made in writing at least two weeks prior to the money being required and must be sent to the BSC Bookkeeper (bscguest@barriesoccer.com) with a copy to info@barriesoccer.com. Annually a minimum of \$200 must be left in the team account to cover any unforeseen charges.

Subject to auditor recommendations, a fee may apply to cheques issued from rep accounts.

Team accounts remain with the team from season to season, regardless of the changes in coaching staff or players.

REP TEAM ACCOUNTS:

Additional information regarding Rep Team Accounts may be found in the Rep Rules & Regulations as posted on the BSC website.

Deposits: always include Rep Team Deposit Slip Form – RF#9

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- Managers can make TEAM DEPOSITS via any of the following methods:

1. e-transfer from their own bank account to BSC (info@barriesoccer.com)

Club has auto deposit setup so no question and answer is required (if sending from a Manulife or Desjardins the e-transfer will not work). Please adhere to the message template below:

Message: must include manager & team name (ie. Smith U14 Boys White)

2. Go to any branch of the club's current Financial Institution and deposit funds to the appropriate account # (Transit & BSC Acct#).

- If cheques are deposited write on the front of the cheque: Players First Initial, Last Name, Team Name (ie. R. Jones U14 Boys)
- Must email info@barriesoccer.com with the Rep Team Deposit Slip Form (available under Manager's Forms [under REP/DEV] on the club website) along with copy of the bank deposit slip.
- **Email Subject line:** U14G Team Deposit \$500 Dec 17/2015 (email to info@barriesoccer.com)

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3. **Use club-issued ATM bank card** (deposit direct at any affiliated ATM)
*copy the receipt and email to the office along with the **Rep Team Fee Deposit Form** (found on the BSC website under the Managers section) to ensure the deposit is allocated to your team.

The bookkeeper prefers option 2 or 3 as it is easier from a financial perspective to track team finances this way.

CHEQUE REQUESTS:

- Please fill out the Rep **Team Cheque Request form RF#11** (available under Manager's Forms [under REP/DEV] on the club website). **All receipts MUST** be attached for the amount requested.
 - https://af7884b7-a577-49b5-a1a3-970d2ad41b63.filesusr.com/ugd/cd0831_8fa7288e75d2418f90ba8cf8b7f41659.pdf
- **Two Team Officials** (Team Manager and one other staff member, not of the same family) must sign the Rep Team Cheque Request form.
- Please give the completed cheque request form to the BSC Office either by fax, email (info@barriesoccer.com), or in person during office hours.
- All cheques will be processed within 2 weeks of receiving your cheque request. An email will be sent to confirm when your cheque is ready for pick up unless you requested us to mail.
- All cheques, when ready for pick up, will be placed in your team's mail slot located at the front of the BSC Office.

TEAM BANK STATEMENTS:

- Any internal charges will be emailed to you at the end of each month.
- A copy of your team account statement will be emailed to you at the end of the first week of every month.
- Please keep a record of your accounts and contact the BSC Office ASAP if you notice any discrepancies.
- You can request a statement at any time from our Bookkeeper, Charlene Wunderlich at the BSC Office via email to bscquest@barriesoccer.com.

BUDGETS:

There are some extra costs new coaches/ managers may not be aware of that should be included in your budget. The annual development/competitive player registration fee is based on HDSL League fees and HDSL Referee fees. For all CSL and/or YRSL teams the team fees must cover the difference. In 2019 there was an additional fee of \$391 for all CSL teams.

HDSA team registration and referee fees can be found at the below links:

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<https://hdsl.e2esoccer.com/PageDisplay.aspx?SideMenuID=215>

<https://hdsl.e2esoccer.com/PageDisplay.aspx?SideMenuID=174>

Uniform Printing & Branding Policy

Teams may opt to have the **LAST NAME ONLY** printed on the Barrie Soccer Club issued uniforms (Jerseys, Track Suits, Team Backpacks etc.).

LAST NAME ONLY is a safety requirement adopted by the BSC - NO EXCEPTIONS are allowed.

The BSC and its Official Supplier will NOT arrange printing for teams. This is the sole responsibility of the team but must meet the "Branding Standards of the BSC". **Exceptions apply for teams who provide camera ready artwork in advance of uniform delivery.**

Invoices from external groups should NOT be made out to Barrie Soccer Club as we will not assume responsibility for these costs.

The BSC Office can recommend Barrie-based companies including Northern Promotions and Powerline Screen Printing who have provided services in the past for different programs (i.e. summer camp). Should a team wish to use one of these suppliers, contact information can be provided upon request.

All printing costs will be covered by the team. All names will be placed in the same location on all similar uniform items:

1. Home and Away Jerseys - on the back of the jersey, above the number
2. Track Suits - on the left sleeve of the track jacket
3. Practice Shirts - on the back of the shirt at shoulder height
4. Team Backpacks - on the top of the front pocket

The ONLY Approved Font is - TEAMUS and the sizing for jerseys is 2 inches in height.

The **Rep Uniform Printing Request Form** (available under Manager's Forms [under REP/DEV] on the club website) is available as an easy record for Teams to insert names (page 2) and hand off to the printing company.

https://af7884b7-a577-49b5-a1a3-970d2ad41b63.filesusr.com/ugd/cd0831_ab53b8e5ac84466c9e9cc6e61681c1b3.pdf

As per the fundraising/sponsorship section, all printing and use of Club logos, symbols or name in any form are subject to prior authorization by the Board of Directors of the Barrie Soccer Club.

Failure to observe this policy may result in discipline of team staff (coaches and/or managers) up to and including suspension.

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Tournaments, Exhibition Games & Indoor Leagues

1. Rep teams will be allowed to enter a maximum of four (4) tournaments (excluding League Cup tournaments). Participation in the Barrie Spiritfest tournament is mandatory and counts as one of the four tournaments a team is allowed to attend in a season.
2. Before entering/participating in any tournament (indoor or outdoor), exhibition games (indoor or outdoor), or an indoor league teams must obtain the permission of the Club. To obtain this approval, managers must complete the Tournament/Exhibition Game/Indoor League Approval form (available from the Club's website) and submit it to the Club Office Administrator. Following Club approval, an OS application must be completed on-line (a link to this form is on the Club's website) if required for the competition.
3. Teams shall ensure that a qualified and registered OS referee is assigned to all exhibition games. Team Managers shall complete a HDSA Game Sheet (available on the Club's website) which can be used by the referee. Game Sheets must be submitted to the Club Office Administrator & Huronia District within 24 hours of the game.
4. Managers must ensure that there are sufficient funds in the Rep team account to cover the expenses for the tournament, exhibition game, and indoor league.
5. Further correspondence between the tournament/opponent/league organizer and the teams (e.g. tournament schedules, maps, etc.) should happen directly with the Team Manager.
6. Managers shall ensure that they bring their authorized Tournament Team Entry Form (TEF), Application to Travel Form (ATF-where applicable), OS player and team official cards, and OS roster to all tournaments, exhibition games, and indoor league games. Failure to have these documents presented may result in disqualification of a team or player.
7. All travel and accommodation arrangements for players and their parents while at any game or tournaments are the responsibility of the individuals and not the Club.
8. Team Coaches and Managers are responsible for the behaviour of their players and parents/guardians both on and off the field during game activities. Any incident involving a player, coach or manager during a tournament, exhibition game, or indoor league game which is in breach of the Club's Code of Conduct shall immediately be reported to the Club, who may at its discretion proceed with disciplinary action which could include withdrawing the team from the tournament, or indoor league, or subsequent action against a member including expulsion from the Club.
9. The Club is developing a policy regarding tournaments abroad or non-sanctioned events however generally these rules and regulations shall be applied unless they are vacated by law.

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10. Team Managers will be informed and these rules and regulations will be revised accordingly.

Considerations:

1. Timelines, travel plans, length of time to notify the Club, budget, medical insurance etc.
2. U13 and above can attend USA or overseas tournaments. For US Tournaments, a request must be submitted to the Club 3 months prior. For Overseas Tournaments, a request must be submitted 12 months prior, or at the discretion of the club in the event of extenuating circumstances. If a player is released from the team during the 12 month period, all fundraising monies stay with the team.
3. Follow OS LTPD standards.

Parent/Player Complaints

1. Please refer to the Member's Concerns – Competitive Teams document which can be found on the Club's website. If deemed necessary an ombudsman will be appointed to assist in the handling of any player/parent complaints.

Team Websites

1. Teams are able to have team websites, but these websites should be linked to the Barrie Soccer Club website. Approval forms must be submitted to the BSC office prior to the starting of a team website. If your team receives approval for the team website, please email the website link to the Club Office.

Other

For any items not covered in this document, the Barrie Soccer Club and its competitive teams will follow all policies, rules and regulations as set out by Canada Soccer and Ontario Soccer.