



ADMINISTRATOR GUIDE

DURHAM REGION SOCCER ASSOCIATION

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WEBSITES

Ontario Soccer	www.ontariosoccer.net
League 1 & OPL	www.oplsoccer.ca
OSL (Men & Women)	www.ontariosl.com
OPDL	www.opdl.ca
IModel	https://www.imodelcentralregion.com/
FDP, LTPPD, DRSL (all divisions)	www.durhamregionsoccer.ca
Canada Soccer	www.canadasoccer.com

LINKS

Ontario Soccer Grassroots Resources	https://www.ontariosoccer.net/player-grassroots
Team Travel Insurance	https://shop.tugo.com/store/HUNSA837



DURHAM REGION SOCCER ASSOCIATION ADMINISTRATOR GUIDE

	PAGE
1. <u>REGISTRATION POLICIES</u>	1
Team Classifications	2
Classification by League & Youth Levels	4
Form A – Volunteer Screening Form	5
2. <u>TEAM REGISTRATION PROCEDURES</u>	6
District Requirements for Validation of U14 & Older Rosters	6
Team Applications to Leagues	6
Team Playing Out Applications Approval Process	6
All Star Team Registrations (U14 – U18 only)	6
3. <u>REGISTRATION & DISTRICT VALIDATION OF PLAYER POOLS</u>	7
Registration using the Ontario Soccer Registration System	7
Validation of Player Pools (U8 – U13)	7
4. <u>OTHER REGISTRATION RELATED PROCEDURES</u>	8
Team Official Registration	8
Administrator/Director Registration	8
Club Head Coach and Technical Staff	8
De-Registration of a Player	9
Player Transfer Between Clubs/Academies	9
Form B – Player Transfer/De-Registration Form	10
Registered to Play Up Within the Same Club	11
Player Being Used as Guest Player Within the Same Club	11
Playing from Club to Club – Temporary Eligibility Permit	11
Permit for Unregistered Players – Short Term Registration Permit	12

Playing in a US Tournament/Exhibition Game for a Team For which a Player is NOT registered to	12
Individual Players Playing for a US Team in an Exhibition Game or Tournament	12
Form C – Temporary Eligibility Permit (TEP)	13
Form D – Short Term Registration Permit (STRP)	14
5. <u>CERTIFICATE OF INSURANCE/3rd PARTY INSURANCE</u>	15
Form E – Certificate of Insurance Form (Sample)	16
6. <u>INTERNATIONAL PLAYER TRANSFERS</u>	17
7. <u>TRAVEL PERMITS</u>	18
Travel Permits (ATF)	18
Approval and Travel to Exhibition Games (U9 and Older)	19



DURHAM REGION SOCCER ASSOCIATION ADMINISTRATOR GUIDE

- 1.1** Every person involved in any soccer activity must be registered in the Ontario Soccer computerized registration system. This includes all Administrators, Team Officials and Players. This applies to both indoor and outdoor seasons.
- 1.2** The Club/Academy Administrator or designate will be the primary contact with the DRSA for the purposes of registering all Administrators, Team Officials and Players for the Club.
- 1.3** The Club Administrator must ensure that Player and Team Official registration forms/waivers are completed in their entirety and signed (hard copy or electronic) prior to entering the individual in the Ontario Soccer Registration System.
- 1.4** A Club failing to register all of its participants is subject to discipline, as per Ontario Soccer Judicial Matters Policies and Guides.
- 1.5** A Club must enter their own registration data into the Ontario Soccer Registration System

At no time will health card numbers or S.I.N. be required as a form of identification.

At the time of registration an Ontario Soccer Registrant number is assigned to those who do not have one.

- 1.6** Players U14 - U18, can be registered in their age category or higher where approved by the Club. As per Ontario Soccer Operational Procedures, with the approval of the DRSA, players U14 - U18, can be registered in their age category or one age category lower where approved by the Club. As per Ontario Soccer Operational Procedures, a U14 – U18 Player may register on a maximum of three outdoor teams or three indoor teams, only one of which may be a competitive team.
- 1.7** As per Ontario Soccer Operational Procedures and Grassroots Standards, U8 – U13 Players may only register on one outdoor/indoor team per season, with one club. Players U8 - U13 must be registered in their age category. In order to register a player to an older or younger age group, please refer to 4.6.
- 1.8** Player birth date validation is the responsibility of the Club.

All player, team official digital registrations must be validated and fully completed by the Club Administrator or designate before submission to the DRSA for approval.

- 1.9** Please refer to the chart below for the minimum and maximum number of players per age group and classification that can be assigned to a team, as per Ontario Soccer's policy.

Team Classification	Season	Max. Limit	Min. Limit
Grassroots (U4-U13)	Outdoor	Player Pool	
Youth Outdoor Competitive (U14 – U18)	Outdoor	20 players	11 players
Youth Outdoor Recreational (U14 – U18)	Outdoor	25 players	11 players
Youth Indoor (U14 – U18)	Indoor	20 players	7 players
Senior Outdoor Competitive	Outdoor	25 players	11 players
Senior Outdoor Recreational	Outdoor	25 players	11 players
Senior Indoor	Indoor	25 players	7 players

For additional information on Grassroots please refer to the Ontario Soccer website.

1.10 For U14 and older Competitive rosters, the first eleven players must be registered by April 15th in accordance with Ontario Soccer's policy. Fines will be imposed by the DRSA for non-compliance. For U8 – U13 Development rosters there must be players registered by April 15th, fines will be imposed by the DRSA for non-compliance. Please refer to your league manuals for all other registration deadlines.

1.11 For any U14 or older teams wishing to register additional players beyond the upper limit, they must release or de-register a player(s) in order to comply with the limit.

1.12 The picture for the player/team official must be uploaded to their Ontario Soccer approved digital roster on an annual basis.

1.13 A Player's Assignment to an Outdoor Team is terminated on December 31 of the current year or, when the Club de-registers the Player, whichever occurs first.

1.14 A Player's Assignment to an indoor Team is terminated on May 31 of the current year or, when the Club de-registers the Player, whichever occurs first.

1.15 A female identifying player may register to a female team, a male team or, a mixed team. A male identifying player may register to 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 its member organizations. Unspecified gender may play on a team in accordance with the Gender Diversity Procedure 5.11 in Ontario Soccer's Operational Procedures.

1.16 Player Team Roster approval is completed by DRSA and will be done on a first come, first served basis. Player and Team Official Digital Roster validation is as a result of team roster approval by the DRSA. Club Administrators should email the DRSA Administrator with a list of the required RIS for Parent numbers and, if applicable, an updated screening list. If applicable, please be sure to include a list of Respect In Sport for Parent Numbers in your email (for teams with players U18 and younger). Please refer to the chart below for timelines for submission of Team Rosters for approval. Once your Roster(s) have been approved by the DRSA, the approved, stamped Roster(s) will be found on Ontario Soccer's digital registration system.

DATE	RETURN OF APPROVED ROSTER(S)
February 16 – June 15 by 2:30pm	5 Business Days
June 16 – September 15 by 2:30pm	2 Business Days
September 16 – December 15 by 2:30pm	5 Business Days
December 16 – February 15 – by 2:30pm	2 Business Days

If you require Team Roster(s) to be approved earlier than the above deadlines, there will be a late processing fee applied to each Player and/or Team Official requiring approval. Please note that such requests are not guaranteed to be completed and depend on the volume of work in the queue. Late fees will only apply to completed work.

For Team Officials to be approved on to their Roster(s) the Team Official's screening must be complete, as per their Club's Screening Policy. **At no time will the District approve the Roster of a Team Official whose screening has not yet been completed.** All Clubs must submit their Screening Records on the attached form (**see Form A**). Please ensure this form is sorted in alphabetical order, by last name. When updating the list, please keep the names in alphabetical order. Each time a Team Official is added to the Screening Record the updated and completed form must be submitted to DRSA.

Where stipulated, a team is responsible for having their Ontario Soccer approved digital roster available at all games, for presentation. Failure to present their digital roster may result in discipline, as per Ontario Soccer's Judicial Matters Policies and Guides.

1.17 Full Team Identification (U14 – U18)

Full Team Identification shall consist of the team's name (**MUST INCLUDE LEAGUE TEAM IS COMPETING IN**), team classification, age classification, and gender.

Full team identification is required on most documents/forms.

1.18 Classification & Play Levels

OUTDOOR

ONTARIO SOCCER LEAGUE (MEN & WOMEN)	Senior - Competitive
ONTARIO PROVINCIAL DEVELOPMENT LEAGUE	Youth – Comp - OPDL
REGIONAL LEAGUES	Youth – Comp – IModel
DISTRICT LEAGUES	Youth – Comp - District
DISTRICT/IMODEL/OPDL GRASSROOTS (U8 – U13)	Grassroots - Development
CLUB HOUSE LEAGUES (U14 – U18)	Youth - Recreational
GRASSROOTS RECREATIONAL (U3 – 14)	Grassroots - Recreational

INDOOR

SENIOR

Senior – Indoor

Senior - Futsal

YOUTH

Youth – Indoor

Youth - Futsal

GRASSROOTS

Grassroots – Indoor

Grassroots - Futsal

2.0 TEAM REGISTRATION PROCEDURES

Revision Date: March 2026

2.1 District Requirements For Validation of U14 and Older Rosters

- a) Clubs registering Teams, Team Officials, Administrators and Players into Ontario Soccer's digital registration platform must submit the following for validation by the DRSA:
- NON-OPDL Teams - Colour photos must be uploaded to team roster
 - OPDL Teams – Colour photos must be uploaded to OPDL roster (based on league guidelines)
 - Volunteer Screening Record of all Team Officials, submitted to the District fully completed (**see Form A**)
 - Appropriate Certification for all Team Officials (as set out by Ontario Soccer) as indicated on the Volunteer Screening Record
 - Respect In Sport for Activity Leaders Certificate Number as indicated on the RIS Number List sent to the DRSA Administrator
 - Respect In Sport for Parents Certificate Number must be sent in a list for each team to the DRSA Administrator
- b) Absence of any of the above will delay approval to the roster

Please allow enough time for processing. For more information regarding processing, please see 1.16.

2.2 Team Applications to Leagues

These are to be submitted to the League(s) directly from your Club. Please follow your League's Policies. A Playing Out Application may be required.

2.3 Team Playing Out Application Approval Process

For teams who wish to play in leagues outside of the Durham Region, **when an appropriate league does not already exist in Durham Region.**

- (a) Playing Out application is submitted by the Club to the DRSA (as found on DRSA website)
- (b) Application is reviewed for the following:
- (i) Coaches' Screening
 - (ii) League Sanctioning
 - (iii) Any additional criteria, as determined by the DRSA Board of Governors

2.4 All Star Team Registrations (U14 – U18 only)

All Star Team Registration requirements for DRSA Processing:

- Players must be registered in the Ontario Soccer Registration system
- Volunteer Screening of all Team Officials, submitted to the DRSA fully completed
- Appropriate Certification for all Coaching Staff (as set out by ONTARIO SOCCER)
- Request must be emailed to DRSA Administrator for Team Roster Approval
- Once the Team Roster has been approved by the DRSA, the approved, stamped roster will be emailed to the Club Administrator

3.0 Registration and District validation of Player Pools

3.1 Registration using the Ontario Soccer registration System:

U8 – U13 Squads, as per Ontario Soccer Operational Procedures, are set up on game day and not fixed for the entire season.

3.2 District Requirements For Validation of Player Pools (U8 – U13)

- a) Clubs registering Teams, Team Officials, Administrators and Players into Ontario Soccer's digital registration platform must submit the following for validation by the DRSA:
- Colour photos must be uploaded to team roster
 - Volunteer Screening Record of all Team Officials, submitted to the District fully completed (**see Form A**)
 - Appropriate Certification for all Team Officials (as set out by Ontario Soccer) as indicated on the Volunteer Screening Record
 - Respect In Sport for Activity Leaders Certificate Number as indicated on the RIS Number List sent to the DRSA Administrator
 - Respect In Sport for Parents Certificate Number must be sent in a list for each team to the DRSA Administrator
- b) Absence of any of the above will delay approval of the roster

Please allow enough time for processing. For more information regarding processing, please see 1.16.

4.0 OTHER REGISTRATION RELATED PROCEDURES

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4.1 Team Official Registration

- a) Volunteer Screening is required for all Team Officials (Please refer to 1.16 for further information). This procedure is completed by the Club's by screening officers.
- b) Mandatory specific coaching certification as determined by the age of the squad the team official is assigned. This information is to be recorded on the Volunteer Screening Record that is submitted to the DRSA. Respect in Sport for Activity Leaders, Making Ethical Decisions (both course and evaluation), Making Headway, NCCP Emergency Action Plan, NCCP Rule of Two must also included.
- c) Team Officials must have their Respect in Sport for Activity Leaders Certificate number included on the Team List that is sent to the DRSA. Please note that the Respect in Sport for Activity Leaders Certification is only valid for 5 years and therefore, must be renewed every 5 years. -
- d) Clubs should have records of: Coaches Registration Form (completed and signed), and Manager's Registration Form (completed and signed)
- e) A person can only be designated as the Team Head Coach for a maximum of two teams per outdoor season at any one time.

Coaches can track their own records (found in their personal "Locker") with NCCP by keying in their NCCP number and last name in their data retrieval website – www.coach.ca – 1-613-235-5000.

4.2 Administrator Registration

- a) Volunteer Screening is required, for all administrators and directors, where applicable. This procedure is completed by the Club and its screening officers.
- b) The Administrator Registration form must be completed and signed, where applicable. These forms are to be kept by the Club Registrar for their records.

4.3 Club Head Coach and Technical Staff

- a) Volunteer Screening is required for all Club Head Coaches and Technical Staff, where applicable. This procedure is completed by the Club/Academy and its screening officers.
- b) Team Official Registration Form must be completed and signed by all Club Head Coaches and Technical Staff and kept by the Club/Academy Registrar for their records.
- c) Team Officials digital identification is required for all Club Head Coaches and Technical Staff to allow them to sit on the bench for any team within their Club. Information must also be input into the Ontario Soccer Registration System.
- d) **Respect In Sport for Activity Leaders is also required for all Club Head Coaches**

and Technical Staff. – shouldn't they have the required coaching certifications and not just RIS. Ontario Soccer's definition of Technical Staff is Goalkeeper coach, athletic therapist. I think we should stop the practice of issuing a technical staff roster and just tell clubs to add the team official to the respective roster to ensure they have the appropriate certification.

Changes in Player Registration

4.4 De-Registration of a Player

- a) Players that are registered can be de-registered at any time during the season using the "Player De-Registration form" and changing the Player's Registration Status in the Ontario Soccer Registration System from "Approved" to "Unapproved". Please note, the player's registration fee is not transferable to another player registering in his/her place. The Player (or Parent, if Player is under age 18) **must** sign the Player De-registration Form. Once the form has been completed, it must be emailed to the DRSA for processing.
- b) A Player De-Registration form is mandatory for any player de-registering from a team/Club.

Please note that OPDL players are subject to different requirements and deadlines. Please refer to the OPDL Operational Rules for more information.

4.5 Player Transfers Between Clubs

- a) A Player that is registered to Club A can be transferred to Club B, during the season using the "Player Transfer" form. There is a fee for this service. Players can transfer from one Club to another within their District, or outside their District.
- b) The Player Transfer Form must be completed by both the releasing Club and receiving Club, as well as the Player. Please note that the Player (or Parent, if Player is under age 18) must sign the Player Transfer Form. Once the form has been completed, it must be sent to the DRSA, for processing.

See Form C – Player Transfer/De-Registration Form

Please note Transfer Rules and dates exist within Leagues and Clubs. Know the rules before proceeding.

Form B – Player Transfer/De-Registration Form

ONTARIO SOCCER TRANSFER/DE-REGISTRATION FORM

This form is to be completed and submitted by the Club and sent to the appropriate District Association. The Club will be advised by the District Association once validated.

PLAYER INFORMATION		
Date of Request:		
Player Registration#:		
Name of Player:		Date of Birth:
Address:		
City:	Province:	Postal Code:
TRANSFER APPROVAL		
Requesting Release from (Club/Academy):		
Team Leaving:		
Club/Academy Transferring to:		
New Team:		
<input type="checkbox"/> I am requesting to be transferred from and to the organizations respectively listed above. <input type="checkbox"/> I acknowledge that I am permitted to the following: 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.		
Player's Signature:		Date:
DE-REGISTRATION		
Requesting Release from (Club/Academy):		
<input type="checkbox"/> I am requesting to be de-registered as a registrant of Ontario Soccer and do not wish to be transferred to another organization at this time.		
Player's Signature:		Date:
VALIDATION		
Releasing Organization's Authorization (to be signed by Club/Academy registrar):		
Name:	Signature:	Date:
District Association must validate this form.		
Name:	Signature:	Date:



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Forms are electronic and can be found on the Ontario Soccer website.

Fees for permits/forms are listed on DRSA Schedule of Fees.

4.6 Registered to Play Up Within the Same Club

For U14 – U18 no Forms are required.

For U8 – U13 the Ontario Soccer Grassroots Fast Tracking Form for the appropriate age group must be completed submitted by the Technical Director who has assessed the player. Please note the assessor must have either a valid Technical Director's Diploma or a Children's Diploma submitted to the DRSA.

The Ontario Soccer Grassroots Fast Tracking Form is a Jotform that can be found on the Ontario Soccer website:

<https://ontariosoccer.jotform.com/252104242085042>

4.7 Player Being Used as Guest Player within Same Club

For U14 – U18 no Forms are required.

4.8 Playing from Club to Club – Temporary Eligibility Permit (U14 – U18 only)

- a) Any Player registered with Ontario Soccer or another Provincial Association affiliated with Canada Soccer is eligible to obtain a **Temporary Eligibility Permit, (T.E.P.)**, which entitles the Player to play for a Club Team other than the one with which he/she is currently registered.
- b) This is authorized by a Club representative and DRSA. **The form is invalid without the DRSA Executive Director, Director of Programs or, District Administrative Clerk's signature.**
- c) The appropriate fee will be invoiced.
- d) This enables a player to play one game or tournament (all games) per form.
- e) A player may apply for three T.E.P.'s during each season.
- f) The T.E.P. cannot be used for Cup Games.
- g) In all cases in which a Player is playing for an outdoor competitive team or an indoor team the Player must be on an approved Ontario Soccer digital roster. Failure to present the approved Ontario Soccer digital roster render the Player ineligible to play in that game.

See Form C – Temporary Eligibility Permit (TEP)

4.9 Unregistered Player Playing "Trial Games" for a Team (U14 – U18 only)

- a) A **Short Term Registration Permit (S.T.R.P.)** is a temporary registration with Ontario Soccer and can only be used by players who are not registered with

Ontario Soccer or a Provincial Association affiliated with Canada Soccer.

- b)** This is authorized by DRSA and requires the Player's signature. **The form is invalid without the DRSA Executive Director, the Director of Programs or, the District Administrative Clerk's signature.**
- c)** The appropriate fee will be invoiced.
- d)** A **S.T.R.P.** enables an unregistered Player to play two (2) league games for a Registered Team during a fifteen day period. A **S.T.R.P.** may also be used for a Player to play in a specified tournament, or Exhibition Game (as specified on the **S.T.R.P.**).
- e)** A Player may obtain two **S.T.R.P.**'s during one season.
- f)** A Player cannot use a **S.T.R.P.** more than once for the same club.
- g)** A Player who was previously registered with a Club during the current playing season and who was de-registered, shall not be eligible to obtain a **S.T.R.P.** for that club during the current playing season.
- h)** A player playing in an outdoor competitive game or an indoor game while using a **S.T.R.P.** must be on an approved Ontario Soccer digital roster.
- i)** Failure to present the approved Ontario Soccer Player digital roster shall render the player ineligible to play in the game(s) (not applicable for OPDL players).

See Form D – Short Term Registration Permit (STRP)

4.10 Playing in a US Tournament/Exhibition Game for a Team for which a Player is NOT registered to (U14 – U18 only)

A player may play as a Guest Player in a US exhibition game or tournament with a team from within the province provided they are age appropriate. Please use TEP process.

4.11 Individual Players playing for a US Team in an Exhibition Game or Tournament (U14 – U18 only)

No paperwork is required from the Club or DRSA. No Ontario Soccer Insurance coverage is in place. Players should check with the local tournament for their rules and guidelines. This type of involvement is voluntary and is the sole responsibility of the individual participating in the competition.

Form C - Temporary Eligibility Permit (TEP) (U14 – U18 only)

TEMPORARY ELIGIBILITY PERMIT (TEP)

This Temporary Eligibility Permit requires validation by the Player's Releasing Organization or Ontario Soccer where applicable

Section 8.0 Competitions – Operational Procedure 22.0

Any Under 13 and older player registered with Ontario Soccer or another Provincial Association affiliated to the CSA is eligible to obtain a TEP, which shall entitle the player to play for a registered Club Team of a Club other than the one with which they are registered in a game of any registered league or sanctioned competition.

PLAYER INFORMATION

Name of Player: _____ Player Registrant Number: _____
 Name of Club with which player is registered: _____ Club Reg. #: CD _____
 Team with which player is registered: _____ Team Reg. #: TD _____

(Note: As a player may register for more than one team, the team indicated above must be the highest level team with which the player is registered.)

PERMIT CLASSIFICATION

- | | |
|--|--|
| <input type="checkbox"/> Permit to play up in a higher team age classification | <input type="checkbox"/> Permit to play up in a higher player classification |
| <input type="checkbox"/> Permit to play up in a higher league level | <input type="checkbox"/> Permit to play up in a higher team |
| <input type="checkbox"/> Permit to play up in a higher division of the same league | <input type="checkbox"/> Guest Player (Tournament/Exhibition) |

Name of club for which player wishes to play on a temporary basis: _____
 Team with which player wishes to play on a temporary basis: _____
 Club Reg. #: _____ Team Reg. #: _____

TEMPORARY RELEASE OF PLAYER FOR A LEAGUE GAME OR EXHIBITION GAME

The _____ Soccer Club hereby releases _____

(Name of Player)

To play for the following team _____ of the _____ Soccer Club on the following date:

(dd-mm-yyyy)

League Game (Name of League): _____

Exhibition Game (Name of Teams): _____

Tournament (Name of Tournament): _____

On the following dates (tournament only) : from _____ to: _____

Signature of Club Representative: _____ Date: _____

(dd-mm-yyyy)

Name of Club Representative: _____

VALIDATION BY DISTRICT ASSOCIATION/ONTARIO SOCCER

This permit is not valid unless it has been authorized by the District Association to which the competitive team or (if not registered competitively) the highest level team (with which the player is registered) is affiliated.

Signature of District/Ontario Soccer Rep: _____

Name of District /Ontario Soccer Rep: _____ Date: _____

(dd-mm-yyyy)



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Form D – Short Term Registration Permit (STRP) (U14 – U18 only)

ONTARIO SOCCER SHORT TERM REGISTRATION PERMIT (STRP)

This form is to be completed and submitted by the Club and sent to the appropriate District Association. The Club will be advised by the District Association once validated.

(NOTE: As of 2019, a Short Term Registration Permit (STRP) cannot be used for either minor or adult players with registrations outside of Canada/Ontario who require an International Transfer Certificate or an Inter-Provincial Transfer Certificate to register within Ontario – **only non-registrants who do not require any transfers are eligible to participate in sanctioned games using this form.**)

Section 5.0 Registration – Operational Procedure 8.0		
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.		
This form will be used for:		
<input type="checkbox"/> League Games (max of 3 in 30 days)	Name of Event/League:	
<input type="checkbox"/> Exhibition Game		
<input type="checkbox"/> Tournament	Date of Event/Game(s):	
<input type="checkbox"/> Training (max period of 30 days)	Game #(s):	
PLAYER INFORMATION		
Player Name:	City:	
Address:	Postal Code:	
Province:	Email:	
Telephone:	Citizenship Status:	
Date of Birth (dd/mm/yyyy):		
ORGANIZATION /TEAM INFORMATION		
Organization wishing to use the above player: Click here to enter text.		
Team for which the player will participate with: Click here to enter text.		
Authorization of Club Registrar: _____		
Name	Signature	Date
Club with which player was last registered:		
Country in which player was last registered:		
Year in which player was last registered:		
WARNING: Any person providing false information or withholding the required information in this section shall be suspended from all soccer activities for one year.		
PLAYER'S AGREEMENT		
I have not registered with any other team in Ontario for this season. I understand that after this form has been validated by Ontario Soccer, I will be registered with Ontario Soccer for the predetermined number of games or period of time as outlined on this form and only with the team specified on this form. During the period indicated on this STRP form, I am eligible for Ontario Soccer insurance and am subject to the discipline of Ontario Soccer. This form will be the definitive proof of insurance and registration with Ontario Soccer. I agree to abide by the Governing Documents of Ontario Soccer, its District Associations, Leagues and Clubs/Academies.		
ONTARIO SOCCER VALIDATION APPROVAL		
Name:	Signature:	Date:



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5.0 3rd PARTY INSURANCE CERTIFICATE REQUEST

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Forms are electronic and can be found on the Ontario Soccer/DRSA websites:
<https://www.hubinternational.com/-/media/hub-international/PDF/Programs-and-Associations/Ontario-Soccer-Association/OSA-Insurance-Certificate.pdf?>

The purpose of this form is to obtain 3rd party insurance for coverage for use of school gyms, fields, other training facilities outside of club's facilities for use for training, games, meetings, events, etc.

Forms must be completed, including Club Information, and the appropriate 3rd Party/Certificate Information. Ensure that the correct information is given – i.e. insurance for schools should reflect the appropriate School Board and not the individual School. The School information can be provided under the Reason for Certificate Insurance section.

Forms are sent to DRSA District Administrative Clerk. When sending Forms to DRSA, ensure that they are saved as PDF files and do not click on Send from the Forms screen. DRSA will in turn forward to HKMB.

Completed Insurance Requests will be returned within approximately 48 hours to the appropriate Club (with a copy to the District).

See Form E (attached)

Form E – Certificate of Insurance Request Form



Certificate of Insurance Request Form

Not to be used for any League 1 clubs/activities

CLUB INFORMATION				
Club Name:				
Contact Person:				
Position:				
Email Address:				
THIRD PARTY/CERTIFICATE INFORMATION				
Name:				
Address:				
City:		Prov:		Postal Code:
Contact Name:		Email:		
Reason for Certificate of Insurance (ie: indoor/outdoor field time, registration booths, banquet/awards evening, etc.)				
INSTRUCTIONS				
Club:				
1. Complete all sections of this form and forward to your District Association for approval				
District Association:				
1. Ensure all sections are correctly completed by the Club				
2. Email this form to HUB International HKMB (osainsurance@hubinternational.com) with a copy to the OSA (insurance@ontariosoccer.net)				

6.0 PLAYER TRANSFERS

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6.1 International Transfers

For more information regarding International Transfers, please refer to the Ontario Soccer Operational Procedures - Registration – Section 5, Procedure 13. – Section 2

7.0 TRAVEL PERMITS

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7.1 Travel Permits (ATF)

- a) The Application to Travel Form (ATF) is electronic and online (CTMS). The application requires DRSA and sometimes Ontario Soccer and Canada Soccer approval. Please allow the allotted amount of time for processing. These online forms are found at: <http://ctms.ontariosoccer.net/>.

Please allow sufficient time for processing:

Region to Region	2 business days
North American	7 business days
Outside North America	90 days

- b) For every tournament/festival that you enter outside of the District, you must obtain a Travel Permit (ATF) approved by your Club and the DRSA.
- c) It is mandatory for all Teams (Players and Team Officials) traveling outside of Ontario to purchase sport specific travel Insurance before the Travel Permit is approved by the DRSA. Insurance can be obtained through the HKMB Insurance Company. For more information on how to obtain team travel insurance, please visit this website: <http://www.hubinternational.com/en-ca/programs-associations/ontario-soccer>. A copy of the travel insurance must accompany your ATF along with verification that the tournament has been sanctioned by the governing organization of the Club hosting the tournament/festival and a copy of the tournament/festival rules
- d) A team must be registered and their approved Ontario Soccer roster uploaded to their ATF before an ATF will be approved.
- e) Team Officials must have completed certification and screening requirements where applicable. This is the responsibility of the Club to validate.
- f) A team entering a tournament/festival must meet the classification level of the tournament/festival in order to apply for permission to travel. For example: competitive teams enter competitive tournaments. The Club is responsible for ensuring the team(s) meet the classification level of the tournament.
- g) An ATF is not required for travel to any games in the Ontario Cup or within the same District the team is registered in.

7.2 **Approval and Travel to Exhibition Games (AHEG)**

Blanket Sanctioning can be obtained from the DRSA which allows Clubs to host exhibition games/scrimmages between teams within their own Club. **All players must be registered to participate**, no AHEG is required. Game sheets must be retained by the Club for review by DRSA.

All Exhibition Games held between two teams from different Clubs within the District require an Application to Host an Exhibition Game (AHEG) form found in Ontario Soccer's CTMS. This is an on-line form which must be approved by your Club and then DRSA.

All exhibition games held between two teams from different districts require an AHEG, and Travel Permit (ATF) if necessary. These forms are found in Ontario Soccer's CTMS and require your Club and DRSA approval.

The AHEG must be completed and submitted to the DRSA for approval no later than:

- a) 72 hours before an exhibition game involving 2 Ontario teams.
- b) 10 days before an exhibition game involving a team from another province or from the U.S.A.
- c) 21 days before an exhibition game involving a team from outside Canada or the U.S.A.

If the AHEG is submitted after the above deadline, an Administration Fee may apply, and the exhibition game may not be approved.

For information/rules pertaining to OPDL Exhibition Games please refer to OPDL Operational Rules: <https://www.opdl.ca/operational-rules>

Only one exhibition game will be approved per day, per team regardless of the host.

Players and Team Officials participating in these competitions must be fully registered and noted on the gamesheet.

All exhibition games/scrimmages must be recorded on fully completed game sheets for insurance purposes and discipline reporting:
https://cdn3.sportngin.com/attachments/document/0088/7389/Exhibition_Game_Sheet_2023.pdf?

Failure to complete and forward the fully completed game sheet (per participating team) to DRSA within 48 hours of the conclusion of the game will result in a fine and may impede approval of future exhibition games/scrimmages. This is the responsibility of the HOME team.