

**Eastern Ontario Soccer
Club Administration Procedures**



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CONTACT EASTERN ONTARIO SOCCER

Member Services Email Addresses

For best support, please contact us using the following three email addresses to reach all of our staff:

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- eosl@eosoccer.ca

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This document summarizes EOS Club administrator processes.
For full details, review the [Ontario Soccer website](#) and their full [Operational Procedures Manual](#).

ACRONYMS

CSC	Coaching Soccer in Canada (a Canada Soccer course)
CTMS	Competition and Travel Management System, owned by Ontario Soccer
EAP	Emergency Action Plan (a Canada Soccer Course)
EOSL-R	Eastern Ontario Soccer League, Regional Divisions
EOSL-D	Eastern Ontario Soccer League, District and Development Divisions
FTF	Fast Track Form
GLSL	Goulbourn Lanark Soccer League
LTT	Learn to Train
MED	Making Ethical Decisions
MH	Making Headway
OASC	Ottawa Adult Soccer Club
OCSL	Ottawa Carleton Soccer League
OWPL	Ottawa Winter Premier League
OS	Ontario Soccer
RIS	Respect in Soccer
SDR	Special Dispensation Request
SFL	Soccer for Life
STRP	Short-Term Registration Permit
TEP	Temporary Eligibility Permit
TRR	Team Roster Report from Ontario Soccer registration system
VSC	Vulnerable Sector Check
VUSL	Valley United Soccer League
YOB	Year of Birth
Intra-Club	Within the Club
Inter-Club	Outside of the Club

REGISTRATION

Board Member Registration

Club Licensing only requires clubs to submit the Club President's contact information. Clubs don't need to list their Board in Ontario Soccer's Registration system or on any other platform.

Player Registration

[Proof of Age](#)

It is the responsibility of the Club Administrator to verify players' proper names and dates of birth. Proof of birth must be provided when a player registers with a Club for the first time. Copies of proof-of-birth documents should not be retained for privacy reasons, but must be provided to the District upon request. Any document acceptable to the government of Ontario may be used for identification.

[Registration Effective Date](#)

Players are eligible to start playing on the day they are registered and, where applicable, approved in PowerUp. Recreational players are automatically registered when their Club enters them in PowerUp. Development and Competitive players, including senior players, must be District-approved in PowerUp before they are eligible to start training or playing.

[Registration Deadlines](#)

A minimum of 14 players must be registered to OPDL teams by February 1 of the current outdoor season, unless otherwise stated by Ontario Soccer.

A minimum of 11 players must be registered to Youth Regional rosters by April 15th of the current outdoor season

Clubs are prohibited from registering teams from non-sanctioned organizations to provide them with access to sanctioned competition or member services

[Registration Categories](#)

Outdoor Season	
GR	Grassroots players between the ages of under 8 and under 13 playing intra-club 9-a-side or smaller
GD	Grassroot Players between the ages of under 8 and under 13 playing inter-club, 9-a-side soccer or smaller
YR	Youth Recreational Players aged under 14 to under 18 playing 11-a-side soccer
YC	Youth Competitive Players aged under 14 to under 18 playing 11-a-side soccer in a competitive league
SR	Senior Recreational Players aged under 18 and over (U19 and older) playing on a Senior team
SC	Senior Competitive Players aged under 18 and over playing competitive (U19 and older) on a Senior team

Classification	Ages	Permitted Playing Level	Naming Registration Categories
Grassroots	U4 to U13 U8 to U13	Grassroots Intra-Club and Inter-Club Recreational Grassroots Inter-Club Development (EOSL/OPDL)	GR GD
Youth	U14 to U18	Recreational Inter-Club and Intra-Club Comp-District Inter-Club playing in EOSL Comp-OPDL - Inter-Club playing in OPDL	YR YC YC
Senior	U19+ (U18 players permitted)	Recreation Intra-Club, Intra-Club and Inter-Club Recreational Competitive - playing OCSL	SR SC

Indoor Season: To be determined and shared at a later date.

Number of Teams to Which a Player May Register

Outdoor

- A grassroots player may register with only one team at any time.
- A youth player may register for up to 3 outdoor teams, but only one may be a competitive team.
- A senior player may register on an unlimited number of teams, only one of which may be a competitive team.

Indoor/Futsal

- A grassroots player may be registered with only one team at any time.
- A youth player may register for up to 3 indoor or futsal teams in each indoor season.
- A senior player may register on an unlimited number of indoor or futsal teams in each indoor season.

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

If a player is registered as both a competitive and a recreational player, they/them may only play up to a higher-level team under the competitive registration.

OPDL: As outlined by Ontario Soccer, the OPDL season runs for the entire calendar year. Once an OPDL player signs their player agreement, any other current registrations they hold are to be cancelled. An OPDL player may only have one registration. An OPDL player may not register for the indoor season, except for OPDL futsal.

If a player is registered for competition with one Club and is permitted to register for training at another Club, they do NOT need to be registered in PowerUp with the Club where they are training. For clarity, a registration for one team in a season covers that player for all training that they are permitted to do, regardless of Club.

Effective dates and Registration Coverage for "Player Assignment to Team"

Players can be registered for the Outdoor season starting after November 1st of the previous year.

A registrant's "Player Assignment to a Team" for the Outdoor season is terminated on December 31st, or earlier if the Club deregisters the player before December 31st whichever comes first. After December 31st, an outdoor player is no longer eligible for Ontario Soccer insurance coverage unless a new club registration is attained for the indoor or the upcoming outdoor season.

Players can be registered for the Indoor season starting after June 1st.

A registrant's "Player Assignment to Team" on an Indoor/Futsal team is terminated on May 31st OR when the Club deregisters the player prior to May 31st. After May 31, an indoor player is no longer eligible for Ontario Soccer insurance coverage unless a new club registration is attained for either the outdoor or the upcoming indoor season.

Deregistration of a Player

Players who are registered may be deregistered at any time during the season by using one of the following methods:

- The player is automatically deregistered on December 31 for outdoor play and on May 31 for indoor or futsal play.
- Their Club submits a De-Registration Form to its District Association, which deregisters the Player in Ontario Soccer's digital registration system, after which the de-registration takes effect.
- The player is deregistered by their Club in PowerUp, effective on the date the system validates the deregistration

10.3 A Player who has been de-registered during the playing season may register as a new Player (a Player can only register as a new Player if deemed to be in good standing and submitting a transfer form to their former Club)

[Call-ups and Play-ups](#)

A call-up is temporary, a play-up is a full season or year

As per Ontario Soccer, Grassroots (U13 and younger) players are not permitted to be called up.

As of Oct 2, 2025, Fast-Track forms (FTFs) will be submitted electronically via [Ontario Soccer Jotform](#). Those assessing and completing the FTF forms must be a qualified licensed assessor - see Ontario Soccer Procedures for more information. Note: The parent's name and email address are required, as they will receive a notification about the FTF submission.

Fast-Track Forms can be used to have players play up in Grassroots ages (U8-U13) for the season. They cannot play back down to their original age group.

NEW Ontario Soccer's procedures limit the number of players per player pool to three (3), which may be fast-tracked. This (3) three-player limit also includes play-down requests. Players can only be fast-tracked up one age group (e.g. U11 to U12; a U11 cannot be called up to U13).**

When using Call-ups, Clubs must use the players' recreational TRR and ensure the player's photo is added.

U14 to U18 competitive:

- Call-up within the same Club (See League Rules for more):
- Call-up in a league game or a Cup game for a higher-level Club Team
- Play as a guest player in a tournament (subject to tournament rules) or exhibition game (subject to the agreement of both teams) with a team within the same Club
- Play as a guest player with another Club via an STRP

Must also follow the League Rules for the league that the team is playing in.

- [EOSL-District](#)
- [EOSL-Regional](#)
- [OCSL](#)
- [Coliseum](#)
- [OWPL](#)

A higher-level team is:

- A higher age
- A higher level in the same league
- A higher league

If a player is registered with both a recreational and a competitive team, they may be called up only based on their competitive team registration.

Winter Coliseum League - Youth Indoor (YI Travel)

Players can play on more than one team in the league, but not more than one in any division, and they can't be called up to or from either team. Leagues can further restrict.

Ottawa Winter Premier League - Senior Indoor (SI Travel - SO- Male)

Players can play on more than one team in the league, but not more than one in any division, and they can't be called up to or from either team. Leagues can further restrict.

[Registration Permits](#)

Before using Short-Term Registration Permits, Temporary Eligibility Permits, and Transfers, check the applicable league or competition rules, as they may have deadlines or restrictions.

Temporary Eligibility Permits (TEP)

Subject to the competition rules, a TEP is required for players U14 and older, who are registered in the current season with one club and want to play a limited number of games for another club.

For league play, players may only play up to a higher-level team of a Club other than the one to which they are registered. This does not include the player's age. For example, if a seventeen-year-old is playing on a senior regional team, the player cannot be used to play on a U18 district, regional or provincial team. The player may only play on another senior team.

For other competitions, such as exhibition games and tournaments, players can play as a guest player for a Club other than the one to which they are registered.

The TEP Form can be obtained from the EOS website. The receiving club completes and submits the form to the releasing club for authorization. The releasing club authorizes the form and submits it to their District for validation. The receiving Club must obtain a copy of the approved TEP and a copy of the player's current TRR (for identification) to accompany the TRR so that the player will be eligible to play. Following the game, this copy is affixed to the game sheet. There is a fee associated with the permit, which will be billed to the receiving club. Please check the EOS website for the current fee.

A player is entitled to three TEPs per season. The TEPs may be used for 3 League Games, 3 Exhibition Games, 3 Tournaments, or any combination of the three. Players from another district or province must obtain a TEP from their home club & District before they can play with one of our clubs.

A TEP used for a tournament permits a player to play all games in the sanctioned tournament. A TEP is not permitted for Ontario Cup games.

A TEP is not permitted for grassroots players (U13 and younger).

Short Term Registration Permit (STRP)

An STRP entitles a player who is **not registered** to play soccer in Canada and does not require an ITC to temporarily register and play a limited number of games for a club. The STRP Form can be obtained from the EOS website and must be fully completed and signed by the player, the Club and the District.

An STRP entitles a non-registered player to play three games for a registered team during a thirty-day period or to play specifically in a tournament.

The player is permitted two STRPs per season (unless for tournament play, in which there is no cap). Each STRP in the current season must be with a different Club/Academy. The two 30-day periods must not overlap.

As outlined in the Ontario Soccer Operational Procedures, an STRP is permitted - subject to competition rules – at league games, exhibition games, and tournament games.

The STRP fee will be billed directly to the club. Please visit the EOS website for the most up-to-date information on the current amount. A club representative (e.g., registrar) must submit the forms to the District. Club approval is required before the District can sign off, as the club is responsible for payment.

[Player Transfers](#)

A player is entitled to the following transfers:

- Between teams within the same Organization, based on the limitations of the club and competition of the applicable team. However, once a player is transferred, they cannot be transferred back to the team they were originally registered with for 30 days.
- Between organizations within the same district association, only two transfers during the current playing season within a district. However, a player who has once been transferred cannot be transferred back to the team for which he was originally registered until thirty days have elapsed.
- Between organizations in different districts, one transfer within Ontario Soccer, unless approved by Ontario Soccer with a valid rationale

Within the season, the Player shall give the club written notice of intent to transfer. The Ontario Soccer Transfer/De-Registration form can be obtained from the EOS website.

The OS Transfer/De-Registration form is completed by the player and the receiving club, then sent to the releasing club for authorization and signed by the releasing Club Administrator/Manager. The coach's signature will not be accepted. The form is then sent to the District. If all is in order, the district will e-sign the transfer form and send it back to the releasing & receiving clubs. The District will then "de-register" the player in the Ontario Soccer Registration system.

If a player is considered 'not in good standing' with a Club within a Season, please see our [Appeal Process for Denied Player Transfer Requests](#).

Player transfers are permitted between Seasons (Indoor to Outdoor) without a transfer form.

Interprovincial Transfers (IPT)

One transfer is permitted

To Ontario (from another Province) ****NEW****

The EOS Club that the player wants to register with must complete the electronic IPT form on the Ontario Soccer website. Ontario Soccer will process the electronic form and update the District of approval. Once the transfer is approved, Ontario Soccer notifies both the Club and the District.

From Ontario (to another Province)

The request must come from the Provincial Association where the player wants to play. The players' new Club will submit an IPT request to their District Association and Provincial Association. Ontario Soccer will receive this request and advise the EOS, who will, in turn, advise the EOS Club to which the player is registered. Once the Club confirms that the player is in good standing, the EOS will advise Ontario Soccer (within 6 days) that the player is free to transfer. Ontario Soccer notifies the other province that the transfer is complete

International Transfers (ITC)

Communication regarding ITCs is restricted to players speaking to Clubs, Clubs to Districts, and Districts to Provinces. I.e. Players are not to approach the District, and Clubs are not to approach the Province.

FIFA Regulation

Regulations of ITCs are based on FIFA's rules and are strictly enforced by Canada Soccer and Ontario Soccer. If a player registers for an Ontario club and it is later learned that they were ineligible to register in Canada because they required an ITC, that player's registration will be voided for the season, and their team will forfeit all games in which the ineligible player played.

ITC Requirements

- An ITC is required for players over the age of 10 who have previously registered with another national association and are now requesting to register to play within Canada.
- Clubs registering players without the required ITC, even if the player played for another Canadian club without pursuing the ITC, will be subject to discipline for playing an ineligible player.
- If the player indicates on their registration form that they have previously been registered to play soccer with another national association, it is the club's responsibility to check with the district to ensure that the player has obtained an International Transfer from that National Association.
- If the player indicates on their registration form that they did not register to play soccer with another national association and it is later proven that the player did register to play soccer with another National association, the player will be charged with misconduct type 1.69 and will be required to attend a discipline hearing and if found guilty, could be suspended from all soccer activities for a period of six months. Notwithstanding discipline policy 3.1, the player shall be disciplined as if they were a registrant because the person completed an applicable registration form.

How To Obtain an ITC

- ITC applications are submitted online through the CTMS system.
- ITCs are difficult to administer, and the required attachments vary based on several factors. The [Ontario Soccer International Transfer](#) decision flowchart, instructions, and forms must be carefully followed and completed, then entered into the CTMS system. Attachments must be submitted as a single document and uploaded to CTMS.

Team Official Registration

DO NOT enter team officials into PowerUp unless they have completed all of the requirements below.

[Coach Certification](#)

Head Coach or Assistant Coach Certification Requirements

These ✓ requirements apply to Outdoor, Indoor soccer, and Futsal. Indoor soccer specific is marked ✓
All asterisks (*). Please read the notes at the bottom of the chart.

Division	RIS*	VSC	CSC	MH	MED	Fun	LTT	SFL	EAP	Rule of two	Ntl C	Ntl B	Ntl Youth	Ntl Youth/ USSF B/ UEFA B /Youth	Grassroot Diploma
U3 to U8 recreational	✓	✓	✓												
U7-U9 district development Indoor and Outdoor	✓ ✓	✓ ✓		✓ ✓	✓ ✓	✓ ✓			✓ ✓	✓ ✓					
U9 to U13 recreational	✓	✓	✓												
U10 to U13 District Development Indoor and Outdoor	✓ ✓	✓ ✓		✓ ✓	✓ ✓		✓ ✓		✓ ✓	✓ ✓					
U14 to senior recreational	✓	✓*	✓												
U14 to senior comp District &	✓	✓		✓	✓			✓	✓	✓					
U14 to senior comp District & Youth Coliseum Indoor	✓	✓		✓	✓			✓ Youth only	✓	✓					
U14 to senior comp Regional	✓	✓		✓	✓			✓	✓	✓					
U14-17 OPDL Head Coach	✓	✓		✓	✓				✓	✓		✓*	✓*	✓*	
OPDL U14+ Assistant Coach	✓	✓		✓	✓				✓	✓	*✓				
Ontario Cup & Imodel Head Coaches	✓	✓		✓	✓				✓	✓	*✓				*✓

[Canada Soccer Coach Education Minimum Standards](#)

Senior Recreational Coaches do not need VSC unless they have youth players on their team.

OPDL Coaches: *Is your National License expiring? See Canada Soccer's [Maintenance and Renewals](#) process

OPDL Assistants coaching U14+ require a minimum C License

Ontario Cup Head Coaches and I-model Head Coaches require registration for the [Grassroots Diploma](#).

Coaches who hold a valid National 'C' Licence with trained or certified status will continue to be recognized until an upgrade or transition process is announced by Ontario Soccer and Canada Soccer. Coaches can also submit a Coach Development Plan as they work toward the required certifications. National 'C' Licence coaches (trained or certified) remain recognized until Ontario Soccer and Canada Soccer announce an upgrade or transition. Coaches may also submit a Coach Development Plan while pursuing required certifications.

OPDL Head Coaches require a minimum National B or National Youth license

Coach Development Plans will only be accepted for Head Coaches working with teams at the U13 Age Groups, where the requirement for a Head Coach is a National C Diploma, and at the U14 Age Groups, where the requirement for a Head Coach is the CONCACAF B Diploma. No other Head Coaches and/or Assistant Coaches will be eligible for CDPs starting in the 2027 Season.

Please note that coaches cannot have a CDP in two consecutive years. For example, U13 in 2027 and U14 in 2028.

RIS expires after 5 years and must be re-done

Each year, coaches must confirm that they have reviewed Ontario's Concussion Awareness Resources.

A coach may be named the Head Coach for up to two competitive outdoor teams, youth or senior, in a single season, regardless of whether those teams belong to a single or multiple Clubs.

A maximum of two technical staff members per club may be validated to serve as Technical Director or Club Head Coach.

Club Administrators will need a coach's NCCP number to find their coach certifications in the LOCKER

Identification

[All Competitive Teams, Senior Recreational and Coliseum \(including U12+U13 Grassroots in Coliseum\)](#)

All competitive, senior recreational and indoor Coliseum teams must have PowerUp player photo identification. This includes Team Officials. Clubs are responsible for ensuring that player photos are uploaded to PowerUp (PowerUp) and onto TRRs. Players may add their photos to their profile (see photo ID requirements below). No other form of identification is required or permitted. The TRR must accompany every competition (league, tournament, exhibition game) along with the game sheet and be used for player identification during card checks.

When using Call-ups, Clubs must use the players' recreational TRR and ensure the player's photo is added.

Photo Uploading Procedure

See PowerUp Resources [\[here\]](#)

Photo Requirements for upload to the TRR

- Follow the Ontario Soccer Published Rules regarding "Valid Photograph" guidelines
 - The photograph shall be a Passport Canada-style photo
 - The photograph must have been taken in the past six (6) 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
- Photos must not be too dark or too far away so as not to be able to recognize the person

Team Registration

Team Naming Convention

All Teams entered in PowerUp must follow this naming convention:

- Grassroots & Youth team names:
 - Club (Acronym is acceptable), Gender (M/F), YOB, League, Division, Team Identifier
 - Examples:
 - OISC M2017 EOSL-D T1 Black
 - OSU M2008 HL U18 Cosmos
 - PMSC F2008 VUSL U18 Red
- Senior team names, OCSL:
 - Club (Acronym is acceptable, Gender (M/F), Category (Open, MO35 . . .), League, Division, Team Identifier
 - eg: OASC M Open OCSL C1 Arrows
- Senior team names, club recreation:
 - Club (Acronym is acceptable), Gender (M/F), Division, Team Identifier
 - eg: OASC HL WO30 Tornados

Team Naming Division letters in PowerUp and League sites

U9-13 teams will be called “player pools”; tiering can begin at U10 (on League site P for Prem, T1 and T2)

U14-18 is called R, T1 or T2 - where R stands for Regional and T stands for Tier (No Regional in Coliseum)

Senior is called P, MC, MR, WC, WR, Oldtimers and Masters - where P is for Premier (which is actually Regional level),

MC is men’s competitive, MR is men’s rec, Oldtimers is Over 35, and Masters is over 50

NOTE: If a female team is playing in a male division, the girls must be uploaded as boys when using E2E.

Leagues

- Club Recreational (HL)
- EOSL Development Premier/ T1/ T2
- EOSL District T1/ T2
- EOSL Regional for U14-18
- GLSL
- OCSL (Senior)
- OPDL
- VUSL

Winter Specific Leagues

1. Coliseum (U12 & U13 Grassroots & Youth)
2. EOSLI (Indoor Grassroots)
3. Ottawa District Futsal League (ODFL)
4. Ottawa Winter Premier League (OWPL) (Senior)

Minimum and Maximum Players Registered on a Squad/Team

Format	Minimum	Maximum
5v5 (with GK) game day limits	7 Players	12 Players *game day limit
7v7 (with GK) game day limits	10 Players	14 Players *game day limit
9v9 (with GK) game day limits	12 Players	18 Players *game day limit
Youth Indoor small-sided	7 Players	18 Players
Youth Indoor 11v11	11 Players	20 Players
Youth Futsal	5 Players	18 Players
Youth Comp Outdoor	11 Players	20 Players
Youth Rec Outdoor	11 Players	25 Players
Senior Indoor small-sided	7 Players	25 Players
Senior Indoor 11v11	11 Players	25 Players
Senior Futsal	5 Players	25 Players
Senior Comp and Senior Rec Outdoor	11 Players	25 Players
Senior Rec Outdoor (5-a-side)	5 Players	25 Players

The complete “pool of players” for a development team in the U13 and younger age divisions is to be submitted on the official ‘division’ roster. Each PowerUp roster must have a certified coach on the TRR (One head coach or assistant coach per squad registered in the EOSL-D league).

Squads in associated age divisions may include any players from the official division roster on the game sheet, provided the player stays within the maximum allowable number of competition days per week and per season. For clarity, they can play on any squad in that age group, regardless of tier. Clubs are not to use this to give their teams an advantage by playing a talented player in a lower-level squad. Players are to be placed each week based on developmental needs.

Deadline to Add Players to Roster by League:

EOSL-R	July 31
OCSL	July 31
EOSL-D	July 31
Coliseum	January 10

Team Roster

A valid TRR includes:

- A team name that is properly formatted based on the naming convention
- The correct number of minimum and maximum players
- A certified and approved Head Coach or Assistant Coach
- Photos of each player and team official *See Identification Section for photo requirements.*
 - Grassroot teams only need photo ID for travel outside of the District, OR if a League requires it
- The correct season for the league or tournament
- The correct division within the season for the age and level of play

NEW in 2026, once a team has been approved by the District, our EOS digital stamp will be embedded on the approved roster (TRR). Teams require a digitally stamped roster before the start of league play. Any roster changes must be re-stamped. Clubs may access their stamped rosters within PowerUp (PowerUp).

A District-validated (stamped) roster confirms that:

- A team is registered
- A Head Coach or Assistant Coach is listed
- Photo IDs have been reviewed
- FTF form is approved for Grassroot players, etc.

It does not confirm all eligibility criteria, such as the following (as this rests with the Club):

- Coach certifications
- If a transfer is needed

PERMITS

General Information for Using the Ontario Soccer CTMS System

Approving Team Managers and Coaches to use CTMS

Anyone with Club Administrator access to CTMS can approve new user requests from your Club members. Go to Users, click Pending, or search for their name. We recommend checking for new users daily during the spring and summer.

Notifications

Neither the Clubs nor the EOS are notified when an application is ready for them to review in CTMS. Clubs are to use the Roster/Permit Tracker - please email support@eosoccer.ca for the link if you do not have access.

Passwords

If you have a team official who doesn't remember their CTMS password, log in with your Club Administrator access. Search for the coach, click the pencil icon to the left of their name, enter a new password, and confirm it on the next line. Click save. Email the new password to them.

When Clubs apply for permits

If a Club submits and approves an application, it must use two separate CTMS accounts. The initial account is used to create the application and submit it for internal Club review. A second account, with Club Administrator access, is then required to approve the application before it is submitted to the District.

Make Sure the Club has Approved the ATF

To ensure EOS can view an application, confirm it has been marked "Approved by Club" in CTMS. If in "Pending" status, Club approval has not been completed.

Travel Permits

The District is committed to enforcing the Memorable Event limitations as outlined in the Canada Soccer Grassroots Standards.

Allowable Travel

- U13 and under, see Ontario Soccer Grassroots Matrix.
 - An SDR is required for Grassroots players U11 and younger to travel to events with Scores and Standings for a Memorable Event
- U14 and older, permitted to travel outside of Canada

ATF Permit Approval Procedure

Before applying, please ensure to review the ATF and AHEG Checklist Resource

1. The application will be submitted by the Team Officials. Clubs MUST educate Team Officials about how to properly submit their applications
2. A Club Administrator must FULLY review the application.

DO NOT approve an application unless it is correct and complete, including:

- a. Confirm the event being attended is sanctioned. To verify this for an Ontario event, go to Ontario Soccer's website and search the approved tournaments. For others, search the tournament to find their membership in a Governing body. Contact the governing body to confirm.
 - b. Include player/staff insurance if travelling outside the province.
 - c. Include any TEPs or STRPs for guest players
3. The Club must then notify the EOS by the permit tracker that there is an application to approve. CTMS does not send notifications.
4. The District will review and either approve, place in pending or decline the application
 - a. If there are any items that do not match, dates/ location/ team names, missing insurance or sanctioning information, etc., we will either place the application in 'pending' status for the club to fix and resubmit or mark it as 'denied', and the application will need to be resubmitted.
5. Ontario Soccer and Canada Soccer will inspect and approve or decline applications for travel outside of Canada and the USA, **as well as for U12 & U13 teams travelling outside the Province.**

There is a fee associated with all applications. International and Provincial applications will incur additional Ontario Soccer and Canada Soccer administration fees as appropriate.

All tournaments/festivals and exhibition games will be conducted in accordance with the Ontario Soccer Published Rules for Competitions. Teams are not permitted to attend unsanctioned tournaments, festivals or exhibition games.

EOS Club teams must apply and receive District approval to attend any sanctioned competitions that are outside the District boundaries

As per Section 5, Procedure 1.5 of Ontario Soccer's Operational Procedures, An indoor team, futsal team, and outdoor team can enter any indoor, futsal, or outdoor tournament, provided that the team was actively registered on the first day of the competition and is permitted by the tournament host.

As a Player's "Player Assignment To Team" is terminated on December 31, or when the Club deregisters the Player in Ontario Soccer's digital registration system, whichever occurs first (Section 2, Procedure 2.9), a team can attend a sanctioned indoor event using an outdoor roster if the event date is before December 31st of that year.

Application Deadlines

ATFs must be completed and club-approved in the system for the District to process no later than:

- 7 days before travelling to another District, Province or the U.S.A.
- 21 days before travelling to another country outside of Canada or the U.S.A.

OPDL teams - see OPDL rules for their specific requirements.

Clubs applying to travel outside of Canada must upload proof of travel medical insurance from TUGO for players and team staff. This team insurance can be purchased through the Ontario Soccer website.

The following documents must be uploaded for International Travel Applications, which will require EOS, Ontario Soccer and Canada Soccer approval:

- A TRR
- A copy of the sanctioning document for the approved competition
- A copy of the Competition Rules for the competition
- A copy of the team's travel insurance from TUGO - this can be purchased through Ontario Soccer
- A copy of the Canada Soccer Travel Application Form

OPDL teams must have written consent from Ontario Soccer to travel to non-OPDL tournaments and showcases unless the ATF is for an OPDL Target Showcase. Jotform approval is to be uploaded to the application.

AHEGs (Exhibition Games)

Before applying, please ensure to review the [ATF and AHEG Checklist Resource](#)

Every game between two teams, UNLESS within the same Club, is an exhibition game and requires an approved AHEG.

A U8 team is eligible to play in an exhibition game if the criteria outlined in the LTPD matrix are followed, including the maximum competition days per season.

[AHEG Permit Approval Process](#)

A Club Administrator must FULLY review the application.

DO NOT approve an application unless it is correct and complete, including:

- a. PowerUp team name
- b. Include the stamped TRR (cross-reference the TRR date and the event date to ensure insurance is valid).
- c. Dates and location (within province / out of province options are accurate)
- d. Opposing teams' PowerUp' name

AHEGs in which the visiting team is outside Ontario or Canada require approval from Ontario Soccer and, where applicable, Canada Soccer.

All exhibition games require an Ontario Soccer Registered Referee to officiate the game (please contact your Club or District Referee Assignor to assign a referee)

All players, including TEP and Call-Up players, must be registered with OS and possess a player ID validated by the District prior to participating in an exhibition game.

For matches in which the visiting team is from outside EOS but within Ontario, the AHEG must be submitted and approved by the club at least 2 weeks prior to the Exhibition game. The District Office will approve the AHEG, the host team will forward a copy to the visiting team, and the visiting team will upload it to their ATF for their District's approval.

For matches where the team is travelling out of province, travel insurance is required.

Exhibition Game Sheet Responsibilities

The team hosting the exhibition game must email the completed game sheet to EOS (support@eosoccer.ca) within 3 days of the game. New gamesheet available on our website. The game sheets must include the following, PRINTED CLEARLY and must remain on file for insurance purposes for 10 years:

- All Players' names and OS registration numbers
- All Team Officials' names and OS registration numbers
- All Game Officials' names and OS registration numbers
- All Special Incident Reports, Caution, Dismissal and Referee Assault Forms
- All personal injuries must be reported and submitted with the game sheet

OPDL

Ontario Soccer requires that matches with non-OPDL teams be pre-approved before submitting an application.

OPDL teams may organize exhibition games according to the following schedule, provided both teams are registered with their District (an AHEG is not required):

- From January 1st to the Wednesday before the first OPDL Match of the year
- On Wednesdays or Thursdays before long weekends,
- From six weeks after the last OPDL match played until December 31st.

Any OPDL Club / Team submitting applications through CTMS are required to provide their APPROVED [OPDL Event Permission Request Form](#). (This form is submitted by the OPDL Club / Team to OPDL directly for review and approval.) The EOS will not approve a Travel Request without this completed form attached to the application.

Include both teams' information, date, and the technical reason for the match

Request must be submitted from a club official using a club email

Ontario Cup Applications

Application website: <https://www.ontariosoccer.net/ontario-cup>

Team applications must be submitted by early April (Outdoor) / October (Indoor) - check the Entry Rules for the exact date

Teams must have an approved coach and 11 players (outdoor) or 7 players (indoor) on the PowerUp TRR before they apply for the Cup

Clubs must review and approve applications around April 11 - check Cup rules for the exact date

District reviews and confirms the following have been completed by mid-April

- Team name matches that registered with PowerUp
- Team exists in PowerUp in the same season as the Cup
- Team has 11 competitive players registered for it
- Confirm that the Coaching staff are registered and have the correct certifications
- Team is registered in the correct age division (the age division on their team roster in PowerUp must match the Ontario Cup division they've entered).

Festival and Tournament Hosting Applications

Steps for hosting a tournament:

1. E-mail the EOS (support@eosoccer.ca); indicate:
 - a. What age groups is the event for?
 - b. Event dates
 - c. Event location
2. If the EOS approves the event, then you may continue with the FAF/TAF application process through CTMS. Festivals do not require rules to be attached (only the checkbox indicating that you agree to follow FIFA laws, etc.).
3. You will need two accounts (with different emails) to submit an application.
 - a. The first account will be listed as the 'coach/ manager' role. Use this one to create the application.
 - b. The second will have a 'Club Administrator' role. Use this one to Club approve the application.
4. The application must be "Club Approved" in order for the EOS to review.
5. Once approved by the EOS, Ontario Soccer will review and post it on their website as a sanctioned event.

Tournament Advertisement

If you would like the EOS to post your tournament on their website, send a request to support@eosoccer.ca along with an image for your tournament.

Permit Payments

Player Registration

Clubs will be invoiced according to the following:

Outdoor

- April - 80% of the total Club's registration in the previous outdoor season
- June - 20% of the total Club's registration in the previous outdoor season
- January - Reconciliation of current season vs prior season with an invoice or credit note issued, depending on the situation

Indoor

- April - 80% of the total Club's registration in the previous outdoor season
- June - 20% of the total Club's registration in the previous outdoor season
- January - Reconciliation of current season vs prior season with an invoice or credit note issued, depending on the situation

Permits, forms and AHEGs will be invoiced quarterly.

Referee fees will be invoiced to Clubs in full in the Spring for EOSL, OCSL, and OASC, equal to the Club's total referee fees from the previous season. A reconciliation will be made in early October with an invoice or credit note issued, depending on the situation.

Please note that it takes time for the EOS to receive final invoices from its suppliers and OS at the end of the season. You may be invoiced for items well after September 30th each year.

INSURANCE

Insurance for Board Members

Each club must maintain its own Directors & Officers Liability Insurance to protect its Board Members or Principals in the event of a claim.

Player and Participant Insurance

PowerUp registration and HUB insurance provide general liability and accident coverage for registered participants during training and sanctioned activities

This coverage is separate from any requirements a facility may have.

[Travel Insurance](#)

Any out-of-province travel requires the purchase of Travel insurance from TUGO. See the Ontario Soccer website for the TUGO link.

[How to File an Accident Claim](#)

If a participant is injured, OS insurance can help cover associated costs. The player or their guardian is responsible for administering any submission to OS insurance.

1. Complete ALL items on the [claim form](#)
2. Attach the following documents to the claim form
 - a. Copies of fully itemized medical bills/receipts. They must show the patient's name, date of service, and type of service rendered

- b. Physician/Dentist's Statement indicating the diagnosis or nature of the condition being treated, and the provider's name and address
 - c. Copies of the explanation of the benefits received for all other insurance carrier(s) to which this claim has been made or denied by the first payer(s)
3. Send the completed and signed claim form and all the required documents to the insurance company
4. Remember to retain a copy for your records.

Obtaining a Certificate of Insurance (COI)- Commercial – Club use only

When a Club rents a facility, the facility is responsible for determining the required insurance coverage. If a Certificate of Insurance (COI) is required, the Club is responsible for providing it.

If a parent rents a facility for a team practice and a COI is required, the Club—not the parent—must request it.

To obtain a Certificate of Insurance, submit a [Certificate of Insurance Request](#) to the District at support@eosoccer.ca.

The EOS will verify that the club is in good standing and forward the request to the insurance company.

The insurance company will email the Club and EOS a copy of the Certificate of Insurance within 48 hours of receiving the request.

Ontario Soccer's Master Policy renews annually on May 1st. This can delay our Club's requests for the outdoor season. HUB insurance will process all requests as soon as the policy renews.