

# PEEL HALTON SOCCER ASSOCIATION



## CLUB ADMINISTRATION PROCEDURES MANUAL

V19



## Acronyms

<b>AHEG</b>	Application to Host Exhibition Game
<b>ATF</b>	Application to Travel Form
<b>CTMS</b>	Competition and Travel Management System
<b>DPHDL</b>	Development – Peel Halton District League
<b>FPHDL</b>	Futsal – Peel Halton District League
<b>FUN</b>	FUNdamentals
<b>ITC</b>	International Transfer Certificate
<b>LOTG</b>	Laws of the Game
<b>LTT</b>	Learn to Train
<b>MED</b>	Make Ethical Decisions
<b>MHW</b>	Making Head Way
<b>OS</b>	Ontario Soccer
<b>PHSA</b>	Peel Halton Soccer Association
<b>RIS</b>	Respect in Sport
<b>RO2</b>	Rule of Two
<b>SFL</b>	Soccer for Life
<b>STRP</b>	Short Term Registration Permit
<b>TEP</b>	Temporary Eligibility Permit
<b>YPHDL</b>	Youth – Peel Halton District League



### Registration Business and Queries

All matters concerning Player Registrations, etc., are to be handled through the authorized Club Personnel only. Team officials and other individuals are not permitted to conduct registration transactions at the District Office – in person, by phone or by e-mail.

### General Complaints

All complaints should be in writing addressed to the Club Registrar with a copy to the District giving the name and address of the complainant. The complaint should contain exact details of the problem naming the people concerned and time, date and what is requested to resolve the matter. The complaint should be signed by the person concerned and not based on hearsay. Matters will then be forwarded to the appropriate party for resolution.

There is also the Complaints button that can be found on PHSA's website for more serious matters, this goes through ALIAS (Ontario Soccer's Complaint System).

### Ontario Soccer Website

The Ontario Soccer site is [www.ontariosoccer.net](http://www.ontariosoccer.net). Many of the forms discussed and provided with this guide are available for download here: [FORMS](#)

### PowerUp

This is the current MMRS used by Ontario Soccer. Information/walk throughs can be found here: <https://app.powerupsports.com/login>.

### Peel Halton Soccer Association Website

The PHSA Website is [www.peelhaltonsoccer.com](http://www.peelhaltonsoccer.com). Many of the forms discussed and provided with this guide are available for download here: [FORMS](#)



## Deadlines for Delivery of Team Registration Documents to the PHSA Office

Any deadlines not met for full team submissions will result in an administration fine.

### **Outdoor**

Grassroots	May 1 <sup>st</sup>
Youth Competitive	April 15 <sup>th</sup>
OPDL	February 20 <sup>th</sup> (check with OPDL for any changes)
Youth Recreational	14 days prior to first game in tournament
Senior Competitive	14 days prior to first game in league
Senior Recreational	14 days prior to first game in tournament

### **Indoor**

Grassroots	14 days prior to first game in league/festival
Youth	14 days prior to first game in league/tournament
Senior	14 days prior to first game in league/tournament

### **FINES**

Failure to submit team submission on or before due date	\$200.00
Playing a player and/or team prior to validation by the PHSA	\$500.00

## Registration

### **YOUTH COMPETITIVE AND GRASSROOTS TEAMS:**

A minimum number of players to be assigned to each Youth Competitive Team **by April 15<sup>th</sup>** of the current outdoor season and each team must have at least a qualified Head Coach to be entitled to play.

A minimum number of players to be assigned to each DPHDL Team **by May 1<sup>st</sup>** of the current outdoor season and each team must have at least a qualified Head Coach to be entitled to play. **If there are multiple teams in an age division then players are to be placed into a Player Pool and create separate roster for the team officials in their own TO Pool.**

### **Senior Teams, Indoor Teams, Futsal Teams, All-Star Teams, Tournament Teams:**

Any of these teams must have the minimum required number of players (see reference guide) and a qualified Head Coach assigned to the team with cards delivered to the PHSA Office for processing a **minimum of fourteen (14) days** prior to the first game of the league or prior to the first game of the tournament.

**Note:** All players in the Ontario Cup **MUST** be registered or transferred on or before July 31<sup>st</sup>.

### **SENIOR COMPETITIVE TEAMS:**

**In Senior divisions, teams may contain Players of any age over the age of 18. For players aged 16 or 17, the Club would require Special Dispensation. Full teams, or where the majority of a team is comprised of U17 and younger players is not permitted.**

**Players meeting the age requirement for an Under 16 or Under 17 division or a younger division of the current registration year may not be registered to a team in a Senior or Open Age division.**



### At a Glance: Number of Players per Team

Player Classification	Season	Maximum Limit	Minimum
<b>Grassroots Players</b>			
Grassroots 5v5 Outdoor/Indoor/Futsal U8 & U9	Out/Indoor	Game Day Max - 12 Players	***
Grassroots 7v7 Outdoor/Indoor/Futsal U10 & U11	Out/Indoor	Game Day Max - 14 Players	***
Grassroots 9v9 Outdoor/Indoor/Futsal U12 & U13	Out/Indoor	Game Day Max - 18 Players	***

NOTES: There will be no maximum limits to each player pool, there will only be "Game Day Maximums" (on the bench). \*\*\*Check with League rules for Grassroots minimum limit

<b>Youth Players</b>			
Youth Outdoor IModel U14-U18	Outdoor	20 Players – game day max may vary	11 Players
Youth Outdoor YPHDL U14-U18	Outdoor	20 Players – game day max may vary	13 Players
Youth OPDL U14 - U18	Outdoor	20 Players – game day max may vary	14 Players
Youth Outdoor Recreational U14-U18	Outdoor	25 Players – game day max may vary	11 Players
Youth Indoor (small sided) U14-U18	Indoor	18 Players – game day max may vary	7 Players
Youth Indoor (11v11) U14-U18	Indoor	20 Players – game day max may vary	11 Players
Youth Futsal U14-U18	Indoor	18 Players – game day max may vary	5 Players

<b>Senior Players</b>			
Senior Outdoor Competitive	Outdoor	25 Players – game day max may vary	11 Players
Senior Outdoor Recreational (11-a-Side)	Outdoor	25 Players – game day max may vary	11 Players
Senior Outdoor Recreational (5-a-Side)	Outdoor	25 Players – game day max may vary	5 Players
Senior Indoor (small sided)	Indoor	25 Players – game day max may vary	7 Players
Senior Indoor (11v11)	Indoor	25 Players – game day max may vary	11 Players
Senior Futsal	Indoor	25 Players – game day max may vary	5 Players



## Division Classifications in PowerUp

### Grassroots ages (13 and under):

Grassroots (House League/Training)  
Development (League Play – DPHDL/OPDL)

### Youth ages (U14-U18):

Recreational (House League/Training)  
Comp-District (YPHDL/Tournament)  
Comp-IModel  
Comp-OPDL

### Senior ages (19+):

Recreational (House League)  
Competitive (OSL/OWSL/Tournament)

## Players:

Players must register at Club level using a form/template that meets the requirements of Ontario Soccer/PHSA and has been approved by the District. If a Club does not have an approved Club Player Registration Form, they can be found on the Ontario Soccer website or from the PHSA website. Please ensure you have the correct and most up to date waivers for these forms.

Completion of the Player Registration Form and payment does not entitle a player to play in any soccer game. Their registration must be entered into OSCAR, approved and validated by the district prior to any play in a sanctioned league, exhibition game, tournament, or festival.



### Playing Up/Down:

Grassroots players wishing to play with a higher/**lower** age group must have an approved playing up/**down** form. Club Technical Directors or a coach holding a National Children's License must complete the [JotForm](#) request for review. The completed corresponding Fast Tracking Evaluation Form must be retained at the club for future reference.

The request for playing up/**down** is to be submitted **BEFORE** you register the player at the new age. Only once you receive the approved permit can you transfer them to the new level and then submit the revised pool of players with the player registered at the new level.

**Player pools may only have a maximum of 3 players playing up or down. Regardless of how many teams are in the player pool.**

U13 players wishing to play at the U14 level **MUST** be registered to the U14 age and assigned to a roster. You cannot use a U13 player as a call up for U14 games.

### Playing Out:

Teams wishing to play outside of Peel Halton must obtain District permission to play out. A Playing Out Application is required to be submitted to PHSA **prior** to any commitment being given to any outside leagues. The request is to be submitted to the District through [JotForm](#).

### Bulk Uploads:

Uploads should be done on a monthly basis for accurate recording of data. However, initial uploads must be done by the following dates:

- Outdoor – May 15<sup>th</sup>
- Indoor – November 1<sup>st</sup>

All players must be fully registered in PowerUp before participating in any activity.

### Team Officials:

All team officials are to complete the appropriate Registration Form for each season in which they participate – indoor and outdoor. These forms are to be kept at the club and only sent to the district if requested.

Teams must have a Head Coach who is certified as per the Ontario Soccer requirements or have equivalent certification per Ontario Soccer. Copies of all certificates will be kept on file in the PHSA office, if in doubt that the office has a copy, please supply. Assistant Coaches also must have appropriate certification on file.

**Team Officials sitting on the bench that are NOT coaches MUST have the full safe sport roster, which includes: MED module & evaluation, Respect in Sport, Making Headway in Soccer, Understanding the Rule of 2, and NCCP Emergency Action Plan. This includes all managers, physical therapists, trainers, etc.**

**A person may only be designated as the Team Head Coach for a maximum of two competitive teams at any one time, regardless of where the team plays.**



## Coaching Certification Minimum Requirements

### COMPETITIVE HEAD/ASSITANT COACHES – DPHDL & YPHDL

U8 – U9	U10 - U13	U14+
Fundamentals (FUN)	Learn to Train (LTT)	Soccer for Life (SFL)
Respect in Sport/Soccer (RIS)	Respect in Sport/Soccer (RIS)	Respect in Sport/Soccer (RIS)
Making Ethical Decisions (MED)*	Making Ethical Decisions (MED)*	Making Ethical Decisions (MED)*
Making Head Way (MHW)	Making Head Way (MHW)	Making Head Way (MHW)
Emergency Action Plan (EAP)	Emergency Action Plan (EAP)	Emergency Action Plan (EAP)
Rule of Two (Ro2)	Rule of Two (Ro2)	Rule of Two (Ro2)
Game Leader - OD	Laws of the Game (LOTG) - OD	

### COMPETITIVE COACHES – iModel/Ontario Cup

U14+ (Head Coach)	U14+ (Assistant Coach)
Grassroots Diploma OR valid National C License Trained	Soccer for Life (SFL)
Respect in Sport/Soccer (RIS)	Respect in Sport/Soccer (RIS)
Making Ethical Decisions (MED)*	Making Ethical Decisions (MED)*
Making Head Way (MHW)	Making Head Way (MHW)
Emergency Action Plan (EAP)	Emergency Action Plan (EAP)
Rule of Two (Ro2)	Rule of Two (Ro2)

**\* MED certification must include the completion of both the training module AND the “Online Evaluation”**

**\*\*\*PLEASE check with your leagues to ensure that coaches have the required certifications (OPDL has higher qualifications than above)**

### Proof of Birth

It is the responsibility of the player to provide a proof of birth (POB) document to the Club for validation. Proof of birth documents must be in English or French. These no longer need to be submitted to the District for validation.

Proof of birth is required when:

- ⦿ A youth player joins a club
- ⦿ Requested by the District Office.
- ⦿ Presenting a Player Registration Card from another district.

Acceptable Proof of Birth Documents:

- ⦿ Birth Certificate
- ⦿ Passport
- ⦿ Drivers’ License



**Note:** When checking date of birth, *make sure it is not the date the birth was registered.* Also, check carefully the dates such as 02/11/1990 and 11/02/1990. These can be mixed up to the 2<sup>nd</sup> of November 1990 or the 11<sup>th</sup> of February 1990 and will cause duplicates in the system.

### Name Changes

When completing the Player Registration Forms names entered on the forms, data entry, etc., must be the same as on the proof of birth document to avoid duplications in the system. If a player's name has been officially changed, the necessary documentation to accompany the proof of birth before the name will be changed in the system. *Any discrepancy between the name on the proof of birth and the registration system and/or the name in the player registration card and the registration system will result in delay of validation.*

### Registration of Club Administrators and Volunteers

Club Administrators, Club Board of Directors and other Volunteers who assist in running the Club and are not specifically allocated to a team must be registered in the system to be considered members of Ontario Soccer.

Screening of staff and volunteers is the responsibility of the Club and is to be performed as required, by the Club Privacy Officers.

### Team Submission to the District for Validation

All team submissions are to be sent to **registrar@peelhaltonsoccer.com**. Submissions should include the following...

- Team Officials' forms
- Team list/roster for validation.
- E-mail should be titled the team name



## Digital ID

### Photo Requirements:

1. The photograph must be a head and shoulders photo (passport/license style).
2. The photograph must have been taken in the past six months.
3. The eyes must be open and clearly visible.
4. Glasses may be worn as long as the eyes are clearly visible.
5. Sunglasses are unacceptable.
6. The photo must show a full front view of the face with both edges of the face showing clearly.
7. Black and white or colour photos are acceptable.
8. Hats or head covers are not permitted except when worn for religious reasons and only if the full facial features are clear.

### Replacement Photographs:

Photographs are to be updated at least every three years for youth players and every five years for adults.

### Validation:

All teams must have a district approved roster to validate all the photos printed onto the roster.

### Effective Date of Registration

The date on which the player is eligible to commence playing is:

- For recreational players – registration to be entered into the registration system before they play.
- For competitive/tournament players – the date of validation of the roster at the District office.

Though a player is covered by insurance once registered with a club, the individual is only deemed to be registered to a team once assigned to the team and roster is validated by the district. The team and/or club could be subject to discipline/fines if the roster is not validated.

**Note:** *All players must be registered before they play.* Players participating in league, tournament/exhibition games or out of the jurisdiction of their club, must have a District validated Ontario Soccer roster.

### Team Names

Team names to include acronym of club, gender, age group, year of birth, if applicable any other team defining item (letter/colour) and league and division. For Senior teams, full club name and category will replace year of birth.

For example:

Indoor	DSC M U16 2010 MYSL Target
Outdoor	EMSC F U16 2010 Green YPHDL Premier
Senior	Olimpia Toronto M O35 Masters



## Team Names – League System

Team names created in our league system **MUST** match the team name created in OSCAR. Examples as per above.

## Number of Teams a Player Can Register With

### **Outdoor:**

- a grassroots player may only be registered at any one time with **one** Club
- a youth player may register on a maximum of three outdoor teams, only one of which 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:**

- a grassroots player may only be registered at any one time with **one** Club
- a youth player may register on a maximum of three indoor teams as long as they are in the same age division and NOT in the same league
- a senior player may register on an unlimited number of teams

## Player Transfers (within District)

There is a \$25 charge for EVERY player transfer before the start of the season. These transfers are payable by the receiving team/club (this includes internal transfers). Any player properly registered in the OS registration system requesting a transfer after the season start, April 30 (for outdoor season) or October 15 (for indoor season), the transfer fee will increase from \$25 to \$100 per player. Please see our Rules & Regulations for further information.

A player wishing to leave a club can request a [Transfer form](#) from either the club they are leaving or the club they are going to. Player to fill out their information and sign.

If the releasing club initiated the form, they are to sign and give back to the player to give to their new club.

If the new club initiated the form, they are to submit the form to the district to forward to the old club for their signature.

A player is permitted two transfers only during the current playing season within the jurisdiction of a District Association. However, a player once transferred cannot be again transferred until a period of thirty (30) days has elapsed.

A player is permitted one transfer within the jurisdiction of Ontario Soccer.

A player can only use a transfer mid-season if they are deemed to be in good standing from the releasing club.

**Note:** Before using Player Transfer Forms check with your league or tournament host. They may have deadlines or restrictions.



### Player Releases

If a player wishes to leave a club a [De-Registration form](#) must be filled out and processed by the Registrar. Once the form has been validated by the PHSA, the player can be made inactive in OSCAR.

### Team Official Releases

A Team Official who has resigned or been released from her/his position on a team must complete a [JotForm](#) request to the PHSA.

### Temporary Eligibility Permit – TEP

A [TEP](#) is required for a player who is Under-14 and older and registered in the current season with one club and wants to play a limited number of games for another club.

The player must play in a higher age division or league classification for league play. The form is to be signed by the releasing club and processed by that club's District.

A player is entitled to three (3) TEP's per season. The TEP's may be used for 3 league games or 3 tournaments or a combination of league games and tournaments. One TEP permits a player to play all games in a sanctioned tournament.

A recreational player or club league player will need a Player Registration Card for ID if participating in a competitive league or a tournament game.

A TEP is not permitted for Ontario Cup.

**Note:** Before using Temporary Eligibility Permits, check with your league or tournament host. They may have deadlines or restrictions. For tournaments, the player must meet the age requirements of the tournament.

TEP's are not permitted for grassroots players.

OPDL players can only use a TEP to play for another OPDL team at an OPDL sanctioned event and must be approved by OS as well as the district.

### Short Term Registration Permit – STRP

An [STRP](#) entitles players not currently registered with Ontario Soccer in the current season to play in a limited number of games for a club team.

An STRP allows a player to play three games in a 30-day period. The player is permitted to two trial permits per season for non-tournament use. However, ***the player may only be issued a "Short Term Permit" to play for any one club.*** The two 30-day periods shall not overlap.

An STRP is to be filled out and submitted to the District to submit to Ontario Soccer for approval. Once approval has been received then the signed paper and a form of photo ID will become their validation to play.



An STRP is not permitted for Ontario Cup. A STRP used in a tournament entitles the player to play for the duration of the tournament.

**Note:** Before using a Short Term Registration Permits, check with your league or tournament host. They may have deadlines or restrictions.

### Team Travel (ATF)

Approved travel permits are required for tournaments and/or exhibition games played outside of Peel Halton. Remember these deadlines and to upload all required documentation into CTMS (if applicable). Fines will be charged for any missed deadlines.

- ⊗ **Within Ontario – 7 days**
  - Validated OSCAR roster
- ⊗ **Inter-provincial – 15 days**
  - Validated OSCAR roster
  - Approval to host/sanctioning letter
  - Competition Rules
  - Copy of the team’s sport-travel specific insurance
- ⊗ **USA – 15 days**
  - Validated OSCAR roster
  - Approval to host/sanctioning letter
  - Competition rules
  - Copy of the team’s sport-travel specific insurance
- ⊗ **Outside Canada and USA – 45 days**
  - Validated OSCAR roster
  - A copy of the sanctioning document for the approved competition from the national organization governing soccer within the country you intend to travel to (an official stamp or email signature from the national organization is appropriate)
  - Competition rules
  - Copy of the team’s sport-travel specific insurance
  - Canada Soccer Travel Application Form
  - Payment for Ontario Soccer of \$150

Approval for Team Travel shall be based on the approval from the following Associations:

Travel To	First Approval Level	Second Approval Level	Third Approval Level
Another District	District		
Another Province	District		
The USA	District		
Another Country	District	Ontario Soccer	Canada Soccer



### Applying to host (AHEG)

If a team wishes to host an exhibition game with another team, applications can be made on CTMS. Please ensure the deadlines are met accordingly and all required documentation provided. Failure to submit within the deadlines will result in fines.

- ⦿ **Within Ontario** – 7 days
- ⦿ **Inter-provincial** – 15 days
  - Copy of visiting team’s approval (from their Provincial Association) to travel
  - Payment to Ontario Soccer for \$25
- ⦿ **USA** – 30 days
  - Copy of visiting team’s approval (from their State Association) to travel
  - Payment to Ontario Soccer for \$125
- ⦿ **Outside Canada and USA** – 30 days
  - Confirm with the PHSA/Ontario Soccer on current required documentation
  - Payment to Ontario Soccer for \$125

Approval for an exhibition game to be played in Ontario is required from the following Associations...

<b>Travel To</b>	<b>First Approval Level</b>	<b>Second Approval Level</b>	<b>Third Approval Level</b>
Ontario Club Teams	District		
Other Canadian Team (Out of Province)	District	Ontario Soccer	
Team from outside Canada	District	Ontario Soccer	Canada Soccer

### Exhibition Games

**ALL** exhibition games require an AHEG from CTMS. If both teams are from the PHSA then no ATF is required, however, any out of district teams would require an ATF from their district.

Players must be registered with Ontario Soccer for the current season and have a validated Roster to be available for presentation at Exhibition Games.

All exhibition games must have the presence of a certified Ontario Soccer Referee and a game sheet for both teams.



## CTMS APPLICATION DEADLINES/FINES

TYPE	DESCRIPTION	SUBMISSION DEADLINE	FINE
ATF	within Ontario	7 days	\$ 500.00
ATF	inter-provincial	15 days	\$ 500.00
ATF	to the USA	15 days	\$ 500.00
ATF	outside of Canada and the USA	45 days	\$ 500.00
AHEG	between 2 Ontario teams	7 days	\$ 200.00
AHEG	team from another province	15 days	\$ 200.00
AHEG	team from USA	30 days	\$ 200.00
AHEG	team from outside of Canada & USA	30 days	\$ 200.00

## Recreational Teams

Classifications for recreational teams.

### ⦿ Recreational/Club League/House League Teams:

- These teams are formed from players remaining after a club has set up all its competitive/select teams. The selection process should try to share the remaining talent *equally* between the teams in the league. The teams play in the Club League under the jurisdiction of the club. If clubs do not have sufficient players to form their own club league, clubs may form a Multi-Jurisdictional Club League with other clubs in the same position. This is not a higher level of league. The selection of players should be based on sharing the talent equally as above. The teams in these types of leagues should be disbanded at the end of the season and reselected for next season.
- All recreational players will be registered to a single a team in PowerUp under their age division.
- If the club has multiple recreational programs then additional teams can be set up, but only 1 team per program.

### ⦿ All-Star Recreational Club League Teams:

- Players for All-Star Teams are selected from Club League Teams after league play has commenced for the purpose of tournament participation only. Usually, the coach will select a pool of players after seeing the house-league teams in action. At tournament time, the all-star team will be formed from this pool of players (U14 – U18 – only 18 players may be selected for participation in any one tournament). All-Star Teams to be disbanded at the end of the season.



### Club or House League Player Registration

A Club/House League is operated under the jurisdiction of the club to provide soccer at the recreational level.

Before a player practices, tries out or plays for any club team, each player must have a fully completed and signed registration form for the current season. Data from the forms to be entered into the registration system and players assigned to the club league in their correct age classifications.

Youth players are permitted to play league games at a higher age division or a higher level of play for another team within the same club. A player must meet the age requirements of the tournament when playing for another team within the same club.

All club/house league players to be assigned to teams by June 30<sup>th</sup>.

### Multi-Jurisdictional Club Leagues

A Multi-Jurisdictional Club League is formed by several clubs not having sufficient players to form their own league division in certain age classifications. The selection of players to teams must be done as per the Club League.

Clubs wanting to set up a MJCL should refer to Ontario Soccer's Policies (Section 9).

### Interlocking League Divisions

Some clubs may want to form interlocking divisions in certain age groups. For information, refer to Ontario Soccer Policies (Section 9).

### Mini Player/Team Official Pools

Players/Team Officials to be registered as *Mini Outdoor* or *Mini Indoor Development*. Players are to be entered into OSCAR all together into ONE team. The team officials are to be placed onto a separate team with ALL team officials for the age group. If you have multiple teams, please ensure you have a Head Coach for each team in the pool.

☺ Example for Players  
BWSC M U10 2016 DPHDL Player Pool

☺ Example for Team Officials:  
BWSC M U10 2016 DPHDL Team Official Pool



## Hosting Tournaments

Any District member wishing to host a Tournament or Festival must first submit an application for sanctioning. Full details can be found on the [PHSA Tournament Policy](#).

## Insurance

A player's designation by its club on an outdoor team is terminated when the player is released by the club or after December 31<sup>st</sup>. Indoor insurance expires May 31<sup>st</sup>.

Insurance coverage will commence on the day after the completed registration is accepted by the Club. However, the player is not eligible to play until the registration is validated by the OS registration system and the District, where required.

## Obtaining a Certificate of Insurance

For a Club to obtain a Certificate of Insurance, typically requested by a facility before use, please complete the following...

- Complete a [Request Form – Certificate/Proof of Insurance](#)
- Once completed, forward to [trish@peelhaltonsoccer.com](mailto:trish@peelhaltonsoccer.com)
- PHSA will verify that the club is in good standing and forward the request onto the insurance company
- The insurance company will email the Club and PHSA a copy of the Certificate of Insurance

## How to File an Accident Claim

If a participant is injured, please follow the procedure outlined below. This is to be completed by the injured party and submitted by them, not the Club. The Club has one page of the claim to fill out to verify that the injured participant was registered in the OS database at the time of the accident.

- 1) Complete ALL items on the claim form
- 2) Attach the following documents with the [claim form](#)
- 3) Copies of fully itemized medical bills/receipts. Itemized bills must show patients name, date of service, type of service rendered
- 4) Physician/Dentist's Statement indication the diagnosis or nature of the condition being treated and the providers name and address
- 5) Copies of the explanation of the benefits received for any and all other insurance carrier(s) to which this claim has been made or denied by the first payer(s)
- 6) Send the Completed and Signed claimed form and all the required documents to the insurance company.

Please remember to retain a copy for your records.



## Invoicing

Ontario Soccer invoices the District monthly. Each month will capture any net new registrations and/or changes to current registrations. The District will invoice the Clubs accordingly.

General Administrative fee (ATF, AHEG, TEP, STRP, Cards) invoicing will be completed quarterly.

Payment is due within 30 days.