



BRAMS UNITED SOCCER CLUB

**2023-2024 Competitive Teams
TEAM MANAGER MANUAL**



BRAMS UNITED SOCCER CLUB

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Contents

	MANAGER’S ROLE AND RESPONSIBILITIES.....	3
	GETTING STARTED	3
Page 2	TEAM MEETINGS	5
	FACILITY RENTALS	5
	FINANCIALS.....	5
	REGISTRATION INFORMATION	7
	BLACKOUT DATES (U13+)	12
	PLAYER IDENTIFICATION	13
	UNIFORMS	14
	SPIRIT WEAR.....	15
	SPONSORSHIP	15
	FUNDRAISING POLICY	15
	TOURNAMENTS	16
	EXHIBITION GAMES	19
	GAME DAY	20
	TEAM DISCIPLINE	22
	CONCUSSION PROTOCOL.....	22



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MANAGER'S ROLE AND RESPONSIBILITIES

The Manager is responsible for overseeing all the administrative duties with the team; this includes all league and tournament paperwork, correspondence between team/parents and the Club, tracking uniform orders, sponsorship/fundraising, team bonding, etc.

The Manager is not responsible for any on-field issues, coaching, technical direction, or team training in which the team participates. However, Managers should be aware of the Coach's responsibilities.

One Team Official must be present at all league meetings, team meetings, and the Brams United AGM.

It is important that each Team Official understands all the Club and league rules and policies. The Club constitution and league rules can be found on each respective website.

*** PLEASE NOTE: Only the Club Registrar will communicate with the leagues. Any questions/concerns from team officials or guardians must go through the club directly.**

Resources:

Canada Soccer Website
City of Brampton – Field Status
Ontario Soccer Website
Ontario Women's Soccer League
Peel Halton Soccer Association (District) (U8-U18 Leagues)
Mississauga Youth Soccer League
D-League
Ontario Soccer Tournament Directory

GETTING STARTED

A. ORGANIZING INBOX

Since the computer will be the greatest source of communication, it is extremely helpful to have your Inbox set up with multiple sub-folders to organize your emails. Here is an example of various folders you will likely need:

- Inbox for XX (UXX) -
- Exhibition Games Facility Rentals
- Sponsorship / Fundraisers
- League Correspondence (PHDL, GHSL, etc.)
- Team Socials



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- Meetings
- Tournaments

NOTE: When communicating with Brams Staff, please always include your team's age group, along with appropriate subject heading, in your email subject

Page | 4

C. TEAM SNAP

Teams are required to use Team Snap through the Club, which will be set up for teams prior to the Indoor season.

Team Snap is an online management service and mobile app which will help you to efficiently manage and communicate with your team. The app can be downloaded to any smart phone. Team Snap includes the following features: schedules, roster (contact information), messages (ideal for last-minute schedule/field changes), attendance, payments, field locations, etc. Please refer to the following website for more detailed information: www.teamsnap.com.

The following information is to be updated directly into the app:

I. Team Contact Information

Player's Name, jersey #, parents' names, home phone number, parents' cell phone numbers, parents' email addresses can be updated directly into Team Snap. This is helpful for carpooling and contacting team members quickly.

II. Vacation List

Throughout the season, request that parents send in their vacation dates as soon as they know when their child will be away. Vacations should be taken during the designated Rest & Recovery periods. It is crucial to maintain this vacation list so that the coaches can be properly prepared for practice sessions as well as games when the team is short of players and call-ups are needed.

III. Team Attendance

Attendance to games and practices will be recorded and tracked by the team Manager (or his/her delegate) throughout the season as it can be helpful to have actual attendance data for the coach to include in his/her feedback sessions. Knowing in advance how many players will be at a given practice will also help the coach with planning training sessions. Players' availability can be logged in weeks at a time to simply updating attendance.



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D. IMPORTANT DATES

Managers should be aware of important dates pertaining to their team and the Club. The Club will update TeamSnap with important Club related information, please check regularly.

Page | 5

TEAM MEETINGS

The first meeting will take place in the fall after trials, and another one will be held in the winter to provide Coaches and Managers with pertinent information for the season. The Club may hold other Team / Group Meetings for which appropriate notice will be provided. It is mandatory for one Team Official from each team to be present at each of these meetings.

FACILITY RENTALS

Teams may not book additional facilities without approval from the Technical Director. These bookings will be an additional cost unless it was previously built into program budgets. All facility should be submitted to: customerservice@bramsunited.ca

FINANCIALS

A. REGISTRATION FEES

Every participant will pay a registration/program fee specific to the age and designation of the player's team. The registration fees will be determined by the Club each year. The Development and Competitive Program fees are all inclusive.

For fees outside of the Program Fees (social events, tournament/travel expenses, etc.), teams must provide a team budget. These team fees must be paid directly to the Club via Powerup (credit card, debit or e-transfer). Cheques and cash will not be accepted. For full program fees and outlines, please visit our website.

The registration fee must be completed (first payment in full) prior to player's being invited to TeamSnap and being registered to leagues.

If players are added to a team during the season, the player will pay the Competitive Registration to the Club, the amount of which will be determined on an individual basis depending on the date of registration.



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B. LEAGUE PROCESSING FEES FOR BRAMS TEAMS

The following items will be invoiced directly to participants/teams and should be considered:

FORMS	COST
Fee for late submission of travel permits or documents	\$500
Player Release Form	\$5
Temporary Registration Permit	\$5
Call-up, or replacement for lost Player ID Card	\$20

C. BANKING PROCEDURES FOR TEAMS

The following are financial guidelines and policies which must be adhered to by all teams in the Brams United Soccer Club. These policies have been put in place to clarify Club practices. Furthermore, the following will assist the Club in standardizing our Operational Procedure and reduce the chances of claim against Team and Club Officials.

1. The Club acts as the “Bank” for all teams. Any “sponsor” and “fundraising” funds will be added as credits to member’s Powerup accounts.
2. When paying internal or external invoices, a budget showing the expenses and the invoice must be provided to the Club, at which time a product in Powerup will be created for members of the team to pay through their accounts online.
3. A member may only request their credits to be paid out from their account when/if a participant does not receive a spot on the team for the upcoming season, is in their outgoing year, or there is no team available for their age group.
4. If a member chooses to opt out of a team, or not return to the Club the following season, the team Sponsorship monies are returned to the team. Any monies raised through fundraising by the participant will be returned as a refund to the member.
5. There are restrictions on how “sponsor” and “fundraising” funds can be utilized; these funds will only be used in expenditures where they directly benefit the players and the development of soccer. For example, you can only purchase or pay for items for the team (meaning players plus Team Officials) such as clothing, training sessions, hotel rooms/meals, social events, tournaments/exhibition games, additional equipment, etc.; purchases for parents or non-team members are not permitted.
6. Brams United must be notified of all fundraising activities.



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7. Any Sponsorship funds will be allocated accordingly:
 - a. 50% allocated to the member who received the sponsorship
 - b. Remaining 50% allocated evenly amongst the members on the team (including the member who received the Sponsorship)
 - c. Example: **\$500 Sponsor** = \$250 to member who collected the Sponsor, \$13.89 to all 18 participants on team.
8. Sponsorship and fundraising may be paid to the Club via e-transfer (etransfer@bramsunited.ca), or cheque (payable: Brams United Soccer Club).

D. BUDGET TEMPLATE

When planning for team socials, tournament/travel expenses or purchasing additional equipment outside of the Club fee, a team budget is required and must be shared with all members of the team:

UNDER EXPENSES	<input type="checkbox"/> Extra uniforms purchases (i.e. for call-ups) <input type="checkbox"/> Additional team equipment <input type="checkbox"/> Additional Field/Facility rentals <input type="checkbox"/> Referee fees (Exhibition games) <input type="checkbox"/> Team social events
UNDER REVENUE	<input type="checkbox"/> Money raised through sponsorship <input type="checkbox"/> Money raised through fundraising activities <input type="checkbox"/> Cost-sharing fees (i.e., if another team splits cost of exhibition games/facility rental, etc.)

REGISTRATION INFORMATION

A. PLAYER REGISTRATION

Every player in the Club must be properly registered by the Club Registrar before she can participate in any game, practice or trial within or sanctioned by the Club. All players must pay competitive registration fees. Player registration must be completed online via the Club website while online registration is open. Players who were registered with the Brams United during the previous season and provided the Club with an email address will receive an email stating the dates that online registration is open.

For registration to be processed, the player's parent/guardian must check off the box that says they agree to the terms and conditions listed. Initial payment must be received at the time of registration, either online or in the office.



BRAMS UNITED SOCCER CLUB

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For players who are new to the Brams United, proof of age identification (Birth Certificate, Passport, Driver's License, or previously notarized OS Player ID Card) must be shown to complete Registration. The proof offered may be in either English or French; a notarized translation is required for documents in any other language. Players registered with another Club for the current season will not be eligible to play in the Brams United unless proper releases are obtained and approved by the District Association (please refer to section "O. OS Player Transfer Form", and section "P. PHSA Player Release Form", below).

Every registered player has an Ontario Soccer number. This number is to identify each player that is registered by the OS. The number is assigned to either a player or team official at the time of their first registration and does not change. The number will remain the same for the entire participation period and will stay the same if a player or team official moves from a team or club. An OS member (i.e. player or coach) can have only one OS number; this number remains the same while they are an OS member.

B. REGISTRATION FEES

Please refer to Section "[Financials](#)" for registration fees. Please note that Receipts can be obtained by accessing the player's profile online (<https://bramsunited.powerupsports.com/index.php?page=LOGIN>). Login then click on "Profile" and then "Receipts". All registration fees will be combined on this receipt.

C. REFUNDS

Please refer to the Refund Form and Policy located on the Brams United website under "[General Documents and Policies](#)"

D. INSURANCE

(Team Officials and/or parents may contact the Club for further details on OS Insurance coverage and Special Incident Forms)

To be covered under the OS insurance every player and team official must be registered for the current season. The insurance covers injury during travel to and from and during OS sanctioned events that include Club official and approved games and/or practices. This is explained on the waiver form given to the player when they registered. This information is also on the back of the coach and administrator form that team officials complete.

Please note that insurance coverage is only in effect when proper approval has been obtained for example, travel permits, temporary playing permit, exhibition games, etc. Failure to complete the necessary paperwork may void insurance coverage for all participants.

For any injury requiring an evaluation by a Physician or Health Practitioner (e.g. 911 is called, player taken to hospital/clinic, doctor's office, concussion suspected), the [Player Injury Report Form](#) will need to be completed



BRAMS UNITED SOCCER CLUB

8950 McLaughlin Road South, Building D
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905-452-8169

by the Team Official in attendance and sent to: customerservice@bramsunited.ca within 72 hours of occurrence.

For more information about OS insurance please review the OS's insurance program which includes information about coverage, steps on how to make a claim, and frequently asked questions. Link: [Ontario Soccer Insurance](#)

Page | 9

If a team is traveling outside of the Province, the Out of Province Insurance Form must be submitted to the Club 2 weeks prior to travel. At a minimum, teams should insist that all players obtain separate travel insurance (i.e., Blue Cross, CAA, etc.) when traveling outside of Ontario. Additional insurance will be at the individual's cost.

E. EVALUATION/TRIAL REGISTRATION

All players who are attending orientation or trials must pre-register online and pay any related fees. This ensures that for insurance purposes they are participating in a sanctioned club event.

F. CLUB & TEAM REGISTRATION NUMBERS

The Club OS number remains constant – it is **2508**

Team Registration number will be the Club number followed by year of birth and level (e.g., Target) i.e. the Registration number for U13A would be: 2508-2011Target (this # will remain the same each year for indoor and outdoor seasons) New teams will receive a number from the Club. Team names will be the Club name followed by year of birth and level, i.e., Bram's United 2011 Target

Note: Each team, before being finalized, must register at least **one coach** and **one manager** onto their roster. Each team must also have a **certified Trainer**; this individual may also be the Manager or Coach; if not, the Trainer would be registered as Assistant Manager in order to obtain a Coaches ID Card.

H. TEAM OFFICIAL REGISTRATION (COACH, ASSISTANT COACH, MANAGER, TRAINER)

Coaches will receive their registration form once they have had a team assigned to them. The registration form must be completed by all team officials (head coach, assistant coach, managers, and trainers) for each team they are involved with, prior to the season. In the case where a coach is involved with multiple teams, forms for each team will be required. A new form must be completed for each season they coach (both Indoor and Outdoor).

The Head Coach's form must be processed either simultaneously with or prior to the other team officials, and player registrations being processed. Each team **must have** a designated Manager on their roster.

For a Trainer to sit on the bench during games, he/she will need to register as a Team Official (e.g., Assistant Manager), have an Official ID Card, and sign the game sheets. Trainers must also be certified in First Aid and show proof of certification to the Club.



BRAMS UNITED SOCCER CLUB

8950 McLaughlin Road South, Building D
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All team officials on the bench for games must have the appropriate level of certification, as outlined in the [Coaching Course Requirements](#)

All team officials must also complete the online Respect in Soccer course before they can be registered to a team (please refer to section "I. *Respect in Soccer*" below)

I. RESPECT IN SOCCER

Respect in Soccer is mandatory for all registered Team Officials (i.e., Coaches, Managers, and Trainers). The workshop is an online, interactive program which can be done in small chunks, module by module; you can login and logout as needed.

Approval from the Director of Soccer must be obtained for reimbursement of the course.

Upon completion of the workshop, you will be required to forward a copy of your certificate and receipt to Brams United. Team Official cards will not be processed until this course has been completed. The PHSA will record the certification number.

J. POLICE RECORDS CHECK

All Team Officials must have a valid Police Records Check completed prior to the start of every season. The Police Checks are good for 2 years. Invitations will be sent to all registered Team Officials requiring a current Police Check from www.MyBackCheck.com and the Club will pay the fee.

K. TEAM REGISTRATION

Team Registration for all leagues will be carried out by the Club to meet their deadline dates. The Club will require information from the Coach and other team officials to properly register the team.

L. OS TEMPORARY ELIGIBILITY PERMIT

NOTE: Temporary Eligibility Permits for Brams United members will only be granted under special permission. TEP may be requested and must be approved by the Technical Director.

This form is required when a non-BUGS player (who is registered to another OS Club) wishes to play for a team in Brams United on a short-term basis, with the understanding that the dates of the permit are specified. The OS will only allow **3 TRP's per season**. Be sure to check the league rules for temporary registration of players. The form must be validated by the PHSA.

The classification of the permit is defined by the player's current team and the team applying for the permit. Where a player is required for one game (League or Exhibition) only the date of the game is



BRAMS UNITED SOCCER CLUB

8950 McLaughlin Road South, Building D
Brampton, ON L6Y 5T1
905-452-8169

required. However, in the case of a tournament, both start and finish dates must be provided – even if it is a one-day event.

This process will take 7-10 business days. A copy of the permit will be kept on file at the Club office and at the PHSA office. Once the form is approved it will be returned to the team that has made the application. This permit must be available for presentation to the Game Officials upon request.

M. OS TRIAL PERMIT FORM

For use by a player not yet registered with an OS Team who has been granted a trial with a Brams United Team. It must be validated by the PHSA. This form is initiated by either the player who wishes to have a trial with a team or by the coach of the team. To be eligible the player must not be currently registered with the OS. This player cannot be currently playing anywhere else in Ontario with an OS sanctioned club or team. This player will not currently have an active OS Registered number or player card/book.

The team selects up to **two** games in which the player will appear and enters those dates and the game classification. If two games are to be included, they must fall within a 15-day period of each other. The OS will only allow **2 Trials Permits** per player per season.

This process will take 7-10 business days. A copy of the permit will be kept on file at the Club office and at the PHSA office. A copy of the approved permit will be returned to the team and must be available for presentation to the Game Officials on request.

N. OS PLAYER TRANSFER FORM

This form is initiated by the player if a player wishes to transfer to or from a Brams United team to or from a different Club (prior to the July 31 cut-off date for Regional/District teams). It may be initiated by the player or the coach of the team that the player wishes to transfer to. This must be done with the consent of the player. Only an original signature of the player is accepted on this form.

Players cannot be transferred without the approval of the Registrar. The form must be validated by the PHSA. This process will take 7-10 business days. A copy of the permit will be kept on file at the Club office and at the PHSA office.

The player card will accompany the Transfer Form to the PHSA so that it can be updated with current team information. Rosters for both teams must also be included in the submission to prove the player has been transferred from one team to another and to ensure that both team rosters still meet the PHSA specifications (i.e., Peel Halton teams must always have a minimum of 9 players with Peel Halton addresses).

O. PHSA PLAYER RELEASE FORM



BRAMS UNITED SOCCER CLUB

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If the Club or team decides to release a player, this form will be initiated by the coach releasing the player. All three requested signatures must be provided. The signature of the coach can be provided by a Club Representative if the coach is unavailable. The player's original signature is to be on the form; photocopies of the signed form are not acceptable. Make sure the player is aware of any outstanding suspension they will be serving if they join another team.

Please Note: It is illegal for coaches to poach players during a season from other teams; Coaches are not allowed to initiate this form unless the player is being released from their team.

This process will take 7-10 business days. A copy of the permit will be kept on file at the Club office and at the PHSA office. The player card along with the previous team's amended roster will accompany the release form to the PHSA for updating. The card will be returned to the player once processing has been completed.

P. LEAGUE REGISTRATION FEES

Brams United registers teams to their respective leagues and the league fees are included in the Competitive Registration fees.

Q. ONTARIO CUP/ONTARIO INDOOR CUP FEES

For the Ontario Cup, U13-U18 Target teams will be registered by the club.

R. TOURNAMENT FEES

Teams entering tournaments must notify the Director of Soccer before registering or paying for the tournament. The club will pay the tournament fee, and members of the team may pay through PowerUp if the tournament fee is outside of the allocated amount per team.

BLACKOUT DATES (U13+)

During the season, teams have the option of choosing up to a series of three dates for which games will not be scheduled. This can include any tournament or event except for Ontario Cup games (which is handled automatically by the OS). To have these dates confirmed they must be submitted to Brams United by **February 15**. The Club will take responsibility for submitting the "Blackout Dates" to the various leagues on behalf of their competitive teams and the leagues will blackout these dates. Once blackout dates are approved, Managers will be notified by the Club.

The ATF forms for these approved tournaments should all be completed immediately, even if tournaments are months away. **No applications to post-season tournaments can be filed without written approval from the Director of Soccer.**



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Brampton, ON L6Y 5T1
905-452-8169

PHDL Youth and GHSL Team Responsibilities

Teams may request a maximum of three (3) exception dates prior to the start of the season. Exception dates may only include OS sanctioned tournaments and graduation/exams up to a maximum of fifteen (15) days, subject to the rules below. All other rescheduling requests will not be entertained.

Unacceptable requests include examples such as vacation, soccer camps, other sporting events, school trips etc. (exception dates, if submitted are used when creating original schedules plus are used throughout the season during the rescheduling process):

- a. Exceptions for Ontario Cup will not count as one of the three dates in this rule.
- b. Teams will be granted exceptions for OFSAA if they have three (3) or more players registered with their team on the OFSAA roster. Exemptions for OFSAA do not count as one of the three exemptions and are not subject to the above-noted deadline.
- c. Teams may request an exception for any day when the Canadian Men's National Team or the Canadian Women's National Team play local World Cup or Olympic qualifying games. This will not count as one of the three exemptions and are not subject to the above-noted deadline. Requests must be received at least 14 days prior to the requested day.
- d. Travel time for tournaments may be granted only if the team includes the travel time in their request by the above-noted deadline. Travel time will be granted based on the Google Maps travel time between the city the team is from and the city where the tournament is held:
 - e. 0 – 4 hours travel time one way = No travel time, only the days of the tournament will be granted
 - f. More than 4 but less than 8 hours travel one way = 1-day travel time before and after the tournament
 - g. 8 or more hours travel time one way = 2 days travel time before and after the tournament

PLAYER IDENTIFICATION

Please ensure any player registrations needing to be processed for the following week are submitted no later than the Wednesday prior.

Development and Competitive team player cards will be processed October 1-14, immediately after evaluations and trials.



BRAMS UNITED SOCCER CLUB

8950 McLaughlin Road South, Building D
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When processing Ontario Soccer ID's for the outdoor season, U13+ Competitive teams will need to submit a minimum of 11 players plus the Head Coach card by March 15.

A. PLAYER CARDS

The Player ID Card has the OS crest in the middle, and lists the registrants' full name, date of birth, gender, OS number, and an expiry date. There is also a digital version of this ID card. This is used to identify all players and is required by the current OS, League, District and Club Rules and Regulations for all participants.

The card remains the property of the owner throughout his/her playing career or participation period and thus will take the card with him/her whenever he/she changes teams. During the season, the Manager should assume responsibility for all team cards and ensure they are kept in a safe and waterproof place. These cards must be present at all games, accompanied by a district stamped copy of the OS roster (provided by the club to managers). A player is not eligible to participate in a game if they do not have a valid Player Card and are not listed on a stamped roster available for presentation to a game official.

Photos required for these cards must be recent, good-quality, electronic photographs submitted to the club. The card is to be updated with a current photo every 3 years in the case of youth players up to 18 years old; players and staff over 18 must renew their card every 5 years. Be sure to check the date for card renewal.

Any player cards that are misplaced and need to be replaced will be subject to a \$20.00 fee for the replacement player card.

UNIFORMS

All players will receive a private link with instructions and deadlines to order their uniform online once they have completed their initial payment for their Brams United registration.

All players must wear their Club supplied uniform for each game. Primary and Secondary colours are submitted to the individual leagues and it is expected that you will wear the Home colour to every home game and the Away colour to every away game.

A. UNIFORM ORDERING

Each team will only receive 1 uniform package per player on their roster. The total number of players on your roster will equal your total number of outfield (or Goalkeeper) uniforms. Anything above and beyond **1 kit per player** on the roster will result in an additional charge to the team.



BRAMS UNITED SOCCER CLUB

8950 McLaughlin Road South, Building D
Brampton, ON L6Y 5T1
905-452-8169

SPIRIT WEAR

Teams may order spirit wear online using the uniform order link found on Brams United's website. If teams are purchasing personalized t-shirts, sweaters or other items, they must be **non-branded** clothing items. The items cannot have a logo of a competing athletic brand.

Page | 15

SPONSORSHIP

A. SPONSORSHIP INFORMATION

The most effective way to secure sponsorship is to provide a letter to potential sponsors, outlining who your team is (what league/region you play in, any notable past achievements), what your plan is for the upcoming season, and what the sponsorship money would be used for. Along with this letter should be a sponsorship package, outlining the different sponsorship levels and what the sponsor would receive in return at the various amounts. A **Sample Sponsorship Letter and Package** can be requested from the office. This letter can be adjusted to suit the needs of your team. The Club will provide Sponsorship Receipts if requested; teams must provide the company name, address, and amount of sponsorship.

You should consider sending a Thank You letter to each of your sponsors at the end of the season. In this letter you can outline the team's achievements made during the season. Additionally, teams may arrange to purchase plaques or jerseys as recognition to the sponsor. Please ensure these items are budgeted for by the team when seeking sponsors/fundraising as it will be billed to the individuals on the team.

Should a sponsor or other individual, business, or group donate or give monies to a team, these monies must be paid directly to the Club. A coach shall not select players for his/her team because the player is a child of a proposed sponsor.

FUNDRAISING POLICY

If a team would like to hold a fundraising event the team must e-mail the Club to seek approval and provide details of the fundraising opportunity. (This does not include pop bottle drives, bake sales or garage sales). Teams cannot hold lotteries or raffles and will be fined if they do so.



BRAMS UNITED SOCCER CLUB

8950 McLaughlin Road South, Building D
Brampton, ON L6Y 5T1
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Potential Fundraisers:

Fundraiser Name	Website	Information
FUNDrive	https://fundrive.savers.com/	Host a fundraiser to collect used clothing and household items. We'll buy those items from you and pay your school, church, team or other non-profit!
North Country Meat & Seafood	http://www.northcountrymeatandseafood.com/	Disperse Sell sheets and order forms to friends, family, colleagues, collect money and summarize orders, set pick up date at one location.
FlipGive	https://www.flipgive.com/	Teams earn cash back on things they already need. Get paid whenever you shop online with hundreds of popular brands.
Purdys Chocolate	https://choose.purdys.com/year-round-fundraising/	Earn 50% fundraising profit on specialty chocolates and chocolate bars (including nut-free!)
FundScrip	https://www.fundscrip.com/success-stories/soccer-fundraising	Pay for your everyday expenses & gifts with gift cards bought from FundScrip. Each purchase automatically includes a donation to the campaign.

Page | 16

TOURNAMENTS

All tournaments require approval by the Director of Soccer prior to registering / applying to travel. All tournaments require specific paperwork to be filed within set timelines to ensure team registration is successful. Paperwork and timelines are different, depending on the location of the tournament; therefore, this section will be divided according to the location of the tournament. It is important to note the different submission times for Application to Travel to a tournament outside of Peel Halton, as outlined in each section below as teams could be subject to discipline by Peel Halton.

For tournament listings in Ontario, go to: <http://ctms.ontariosoccer.net/>

For listings outside of Ontario (i.e. Canada, US, International), one website you can visit is: www.soccer-tournament-guide.com/SoccerTournamentDirectory.html.

For all tournaments, exhibition games or events outside of Peel Halton and within Canada or the US, an **Application to Travel Form (ATF) must be filed** within the designated time frame (see "Process to Complete the Online Application to Travel Permit" below). It is the responsibility of the applicant and the Club to ensure that approval to host the event has been granted to the Host Organization by the appropriate governing body, and that all Registration and Applications are included with the ATF. Please



BRAMS UNITED SOCCER CLUB

8950 McLaughlin Road South, Building D
Brampton, ON L6Y 5T1
905-452-8169

note that the Club reserves the right to deny any ATF should it be determined that the tournament applied for does not suit the team applying.

It should also be noted that it is the PHSA's policy that ATF's must be submitted prior to the final payment to an event (tournament) to the Host Organization. The Club supports this policy and requests teams to submit all ATF's as soon as possible.

For all teams that would like to travel to sanctioned tournaments or exhibition games outside of Ontario, an **Out of Province Insurance Form** as well as a copy of the tournament's Application to Host Permit (proof of sanctioning by their governing organization) must be provided to the Club. These forms should be submitted at the same time as the ATF.

Process to Complete the Online Application to Travel Form:

1. Go to <http://ctms.ontariosoccer.net/>
2. Complete the ATF form as per instructions
3. Double-check information for accuracy
4. Club code 2508, team code 2508(Year of Birth+ Level, i.e. 2508-02A)
5. Receive an approval email from CTMS PHSA
6. Print email with the PHSA approval and take to your game or tournament

A. ONTARIO TOURNAMENTS

All tournaments require approval by the Director of Soccer prior to registering / applying to travel.

Once approval has been granted, choose appropriate tournament through the OS website:
<http://ctms.ontariosoccer.net/>

Complete the ATF form as per instructions. ATF's must be filed with the Club at least 7 days plus 2 business days in advance for tournaments in Ontario (must be received at PHSA 7 days before the tournament). On the "Tournament Details" page, there is a link at the top of the page for the Team Entry Form which can be used to register the team online; a cheque can be sent separately.

NOTE: some Tournament Hosts require use of their own official Tournament Application; before filling out and submitting, confirm acceptability with Host. Also, on the "Tournament Details" page the Tournament Host Club's website will be listed under the Team Entry Form at the top of the page, and/or at the bottom right; more tournament details can be found by clicking on the link and finding the "tournament" tab



BRAMS UNITED SOCCER CLUB

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Brampton, ON L6Y 5T1
905-452-8169

B. CANADIAN TOURNAMENTS (OTHER THAN ONTARIO)

All tournaments require approval by the Technical Director prior to registering / applying to travel.

ATFs must be filed with the Club at least 15 days plus 2 business days in advance for tournaments in Canada (must be received at PHSA 15 days before the tournament or team will be fined; see Peel Halton Application Deadlines. All **ATFs** for tournaments outside of Ontario must be accompanied by the tournament's **Application to Host Permit** (proof of sanctioning by their provincial organization) and the **Out of Province Insurance Form**

C. U.S. TOURNAMENTS

All tournaments require approval by the Technical Director prior to registering / applying to travel.

An ATF must be filed with the Club at least 15 days plus 2 business days in advance for tournaments in the United States (must be received at PHSA 15 days before the tournament or team will be fined; see Peel Halton Application Deadlines.

All tournaments outside of Canada must have a valid Application to Host Permit, sanctioned by the Host Organization's governing bodies and the USSF, which states that Brams United and/or Canadian teams are eligible to participate (this can often be found on the tournament website; if not, the tournament chair will need to be contacted to obtain a copy of this permit). This form is needed to track where teams are playing and to ensure they only play in sanctioned tournaments. This form is also needed for liability issues; if a team does not get approval from the Club and PHSA there could be insurance issues. Brams United and PHSA will keep a copy of the approved form on file. The team must have a copy with them when they travel to the event and have it present at all games.

All **ATF's** for US tournaments must be accompanied by the tournament's **Application to Host Permit** (proof of sanctioning by their governing organization) and the **Out of Province Insurance Form**.

D. INTERNATIONAL TOURNAMENTS (OTHER THAN U.S.)

All tournaments require approval by the Technical Director prior to registering / applying to travel.

The following items must be provided to the Club a minimum of 45 days plus 2 business days prior to the tournament (must be received at PHSA 45 days before the tournament or team will be fined; see Peel Halton Application Deadlines.

- a. A complete calendar of events must be included with tournament information (schedule, rules, and sanctioned documents)
- b. Lodging information
- c. Travel information
- d. Completed ATF
- e. Team roster (who will be participating) and parent chaperones
- f. Out of Province Insurance Form



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E. MANDATORY TOURNAMENT INFORMATION (Ontario Cup Registration)

All target teams in the U13+ are required to play in the Ontario Cup if they are eligible (by age group and division).

EXHIBITION GAMES

It is important to note the submission timeliness for Applications to Host Exhibition Games, as outlined below, as teams could be subject to discipline by Peel Halton. Teams must notify the Club of their interest in setting up an exhibition game before setting up exhibition games.

A. HOSTING AN EXHIBITION GAME

When inviting teams from outside of Peel Halton to join in a single exhibition game, **teams must file an Application to Host Exhibition Game (AHEG):**

1. Go to <http://ctms.ontariosoccer.net/>
2. Receive an approval email from PHSA
3. Print email and take to your game

This form is to be filled out by the Host Team only - if there are other teams involved as Hosts, they are each individually responsible for their application. All soccer fields necessary for the games must be arranged prior to submitting this form to the Club and the PHSA.

AHEGs must be submitted to the CTMS according to the following timeframes

- a) at least 7 days plus 2 business days in advance for 2 Ontario teams
- b) at least 15 days plus 2 business days for inter-provincial teams
- c) at least 15 days plus 2 business days against a US team
- d) at least 45 days plus 2 business days against a team outside of Canada/USA

Brams United teams that are playing outside of Peel Halton (e.g. Field rental in Hamilton) and are the home team for the exhibition game must complete an ATF and an AHEG. If the visiting teams are from outside of Peel Halton, it is the Host team's responsibility to ensure all participants have an approved ATF; Peel Halton will not process the forms until they have received the ATF; request a copy of the visiting team's ATF and send a copy of your AHEG to them. As the home team, it will be your responsibility to secure referees (if your coach makes this request); an email can be sent to the Club Head Referee, including the details of the game and age/level of the teams, requesting that he send out the email to all referees; refer to league rules for referee/assistant referee fee guidelines; ensure you have exact payment in cash on the day of the game



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NOTE: Peel Halton will not approve more than 1 exhibition game per day (i.e. mini tournaments)

B. TRAVELLING TO AN EXHIBITION GAME

Teams travelling to an exhibition game within Peel Halton do not have any forms to complete. When travelling to an exhibition game outside of Peel Halton, an **ATF** will need to be completed; send copy to the Host Team and request a copy of their **AHEG**. Brams United teams that are playing outside of Peel Halton (e.g. Field rental in Hamilton) and are the home team for the exhibition game must complete an ATF and an AHEG for all teams that would like to travel to exhibition games outside of Ontario, an **Out of Province Insurance Form** must also be provided to the Club. This form should be submitted at the same time as the ATF.

GAME DAY

Note: It is mandatory one team official from each team must attend the League Meeting where finalized administrative details and league rules will be provided; dates TBA.

A. GAME SHEETS

Managers must first update their roster through the league's website. Be sure to follow the league's rules with regards to how many game sheets to print off (e.g. 3: home, away, ref), whether the players need to sign the game sheets, etc. Print off game sheets showing all players and officials (and call-ups) who will be at the game. Even players not playing in the game must have their names on the game sheet (and sign it if the league so requires) if they will be sitting on the bench during the game. **All Team Officials – regardless of age of players on team – must sign all game sheets.** If a player / team official does not show up, simply cross off the name on all sheets. If a player / team official will be arriving late, inform the referees before the game and have the player sign in at half-time (if a player signature is required)

B. CALL-UPS

Be aware of your league's call-up rules (including league cup, PHDL, GHSL, etc.), as well as tournament call-up rules (including Ontario Cup). **Ensure you obtain the player's jersey # prior to the game in case of # conflicts** (i.e. call-up cannot wear the same jersey # as a player on the team....you will have to arrange to get a jersey with a # that does not conflict (borrow from injured player on the team, borrow from another team). Ensure call-ups bring their player card and team's OS stamped roster to the game with them; their name, OS # and jersey # will be needed ahead of time in order to add this information to the online game sheet. They must also sign the game sheet if player signatures are required by your league. Ensure they take their player card with them after the game. For the temporary transfer of non-Brams players for a game, the form must be signed by the player's Club and their District; be sure to check the league rules for temporary registration of players; the completed and signed TRP form, as well as the



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player card, will need to be shown to the opposing Team Officials prior to kick-off; following the game, the Manager must keep a copy of this form in their team file; the temporary player should also keep a copy

C. CHECKING PLAYER CARDS

Prior to leaving your house for the game, **ensure you have all player cards and OS stamped roster with you; players cannot play in the game if their player cards are not present.** Cards should be checked 15 min prior to kick-off of each game (cross check players' names, OS #'s and jersey #'s with the opposing team's game sheet and OS stamped roster). If a player is going to be late, speak with the referee and opposing team Manager to tell them you will have a player sign in late and will show the player card. Player cards should be checked before **every game**. The Manager should keep all the player cards throughout the season.

D. HOME TEAMS

You must bring 4 corner flags to all grass home games. Grass corner flags can be loaned out through the Club. These must be signed out and returned at the end of the season to receive team official stipends. **Remember to bring referee fees** (this does not apply to Development U8-U12 Teams) (be sure to check your league rules as some leagues require the home team to pay full referee/assistant referee fees and other leagues require each team to bring half the referee/assistant referee fees to all games; you may need to use specific envelopes for referee fees (not sealed); for the PHDL, GHSL league cup games, both teams bring half of the fees
Be sure that you have exact change (cash only) for each Official; you do not pay the full amount if one of the referees fails to show up at the game.

E. UNIFORMS

Managers should check with the league their teams play in regarding uniform stipulation; generally home games require home uniforms and away games require away uniforms. It is the home team's responsibility to change jerseys at the field should there be a colour conflict. **Ensure players understand they cannot wear jewelry** (piercings, necklaces, bracelets, etc.) for any games as the referee will ask them to leave the field of play (without substituting) and the player cannot re-enter until asked by the referee to do so. Braided bracelets, sweatbands, metal clips in hair must not be worn. Glasses need to be certified sports eyewear or secured using a band.

F. TEAM EQUIPMENT

Teams will receive corner flags (grass), 2 game balls, first aid kit and concussion resources. Corner flags and game balls must be provided for home games. The first aid kit and concussion resources must be brought to all training and games.



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TEAM DISCIPLINE

If a player/team official is ejected from a game, the referee will file the paperwork and the case will either be evaluated as “DBR” (Discipline by Review) or “DBH” (Discipline by Hearing). With DBR cases, the player/team official will be served a set penalty (e.g., suspended from 2 games). With DBH cases, the penalty will include a range of games for which the player/team official could be suspended (e.g., 2-4 games), therefore a hearing is required to finalize the penalty to be served.

With DBR cases, a hearing can be requested, however the team only has **72 hours** from the time of the game completion to request a hearing. **The team must notify the Club immediately** (i.e. the next morning in the case of an evening game) in order to initiate the hearing request. There is a hearing fee payable to the league that must accompany the request for a hearing if a team is found guilty of a discipline case, they will be responsible to pay all fines.

****Please promptly notify Brams United of all discipline cases to receive guidance throughout this process**

CONCUSSION PROTOCOL

Each team is required to have a designated Trainer who is certified in First Aid and be responsible for addressing injuries and following the concussion protocol in the event of a head injury on the field. Please refer to the separate document entitled “Concussion Protocol”, found on the website: <http://www.bramsunited.ca/concussion-management/>