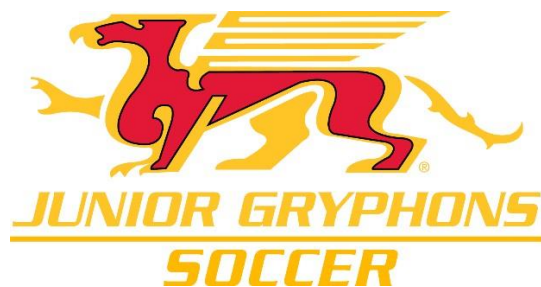




Guelph Soccer

Rep Team Manager Handbook





What is a Team Official?

Overview:

Types of Team Officials:

Coaching Personnel

- **Team Head Coach**
 - Selected by the Technical Team
 - Must have appropriate coaching levels/completed volunteer screening
 - Ultimately responsible for the team
- **Assistant Coach(es)**
 - Selected by the Team Head Coach (with approval from the Technical Manager)
 - Must have appropriate coaching levels/completed volunteer screening
 - Assists the Team Head Coach (assists with practice, game day duties, etc.)
- **All other roles (Trainer, etc.)**
 - Selected by Team Head Coach
 - Completed volunteer screening
 - Assists the Team Head Coach/Assistant Coach (goalkeeping, etc.)
 - To be shown as Assistant Manager

Administrative Personnel

- **Team Manager**
 - Shown on Team Roster
 - Selected by the Team Head Coach
 - Completed volunteer screening
 - Completes all administrative documentation related to the team
 - Liaison between Club Staff and Team
 - Liaison between Team Head Coach and Parents
 - Ultimately responsible for the administration of the team
- **Manager Assistant (i.e. Treasurer/Fundraising Manager)**
 - Not shown on Team Roster
 - Selected by the Team Head Coach/Team Manager
 - Completed volunteer screening
 - Assists Team Manager with all administrative documentation related to the team





Team Manager

Overview:

Guelph Soccer values the volunteers who take time out of their schedules to assist in the overall operation of our competitive teams. Management of the Competitive Team Program falls under the jurisdiction of the Club General Manager and the Club Registrar. Each competitive team must assign someone to be responsible for the duties of Team Manager. In addition to this operation manual, team personnel have the full support of Guelph Soccer Administrative staff, and can contact them at any time for information and/or direction and assistance.

Duties of a Team Manager:

- Act as a liaison between the Team and the Club
- Assist the team coach with accounts receivables and payables for the team within the guidelines of the financial policies
- Act as a liaison between the Team Coach and the parents
- Ensure that all Club, SWRSL, WRSL, O.S., C.S., and league rules & regulations, by-laws and philosophies are applied
- Conduct team affairs in an efficient and organized manner
- Perform all administrative duties on behalf of the team
- Promote a sense of team spirit and club pride





Team Registration Process

Overview:

In order for your team to participate within the various Ontario Soccer leagues there are a number of registration procedures that must be adhered to. The following section breaks down the steps to register your team personnel and players through Guelph Soccer thus enabling them to meet the requirements of Ontario Soccer and their Leagues.

General Rules:

Club staff are the **ONLY** club officials permitted to have contact with South West District Soccer League or Western Region Soccer League.

- **Every person** involved in any soccer activity must be registered by the Guelph Soccer Staff into the computerized registration system(OSCAR) used by Ontario Soccer
- At no time will health card numbers or SIN numbers be required by team personnel or players
- All new player applications for registration must have their birth date validated by the Club Staff. SWDSL and WRSL will not accept player cards and rosters that have not been validated by the Staff.
 - Ontario Soccer mandates that all new players to the club are to provide a visual confirmation of their Birth Certificate to the Club Registrar prior to registration completion.





Team Officials Registration – Head Coach, Asst. Coach, Manager

Steps to complete a Team Official Registration:

- Contact the Club Technical Manager to gain approval of new Team Official member
- Once approved, contact the Club to begin the registration process
 - The Club staff will work with you to complete their Club application, Volunteer Screening, and registration in the Ontario Soccer System
- No team Official is eligible to participate in ANY Guelph Soccer activities until they have completed the steps above.
- Team Managers will not be permitted to sign any forms on behalf of the team or be listed on a roster without completing the Volunteer Screening Process. Team Managers will not be permitted to participate as a team official in any competitive team soccer activity within the Club until this process is complete.
- The complete registration process will take no longer than two weeks depending on the police check and whether any coaching courses need to be taken.
- Courses for Head Coaches and Assistant Coaches need to be complete before they can be added to the roster - Making Ethical Decisions, Respect in Sport for Activity Leaders, Making Head Way Concussion course and the coaching course for the level of play (Fundamentals, Learn to Train, Soccer for Life or C License).





Volunteer Screening Process

All team officials are required to comply with the Volunteer Screening Process, which is mandatory within Ontario Soccer. All Club policies are available on our website at www.guelphsoccer.ca

Police Vulnerable Sector Check

All Team Officials will be required to complete a Police Vulnerable Sector Check (PVSC)..

If you are a Guelph resident, you may complete the process online:

1. Go to <https://policecheck.guelphpolice.ca/>
2. Click on Perform Police Record Check
3. Follow steps 1-15
4. Coaches and Team Officials are to select the Police Vulnerable Sector Check (PVSC)
5. Once you have hit submit you will get an email explaining it has been submitted and it will take approximately 2-3 weeks to process, please forward this email on to nicole.lyon@guelphsoccer.ca so, we know this has been completed.

If you live outside the City limits:

Please go to the OPP station or the municipality you reside in to complete your Vulnerable Sector Check. Guelph Soccer will provide a volunteer letter at your request so that the processing fee can be waived. Please e-mail customerservice@guelphsoccer.ca in advance for a volunteer letter to be prepared with confirmation of details required.

Team Official Volunteer Application Form and Waiver

Every Head Coach, Assistant Coach, Manager, Assistant Manager need to complete a Volunteer Application Form for each season. This can be done online at <https://guelphsoccer.powerupsports.com/>

→ Volunteer Now → Team Officials Volunteer Form → 2021-2022 Competitive Program





Codes of Conduct

Guelph Soccer is committed to ensuring a safe and positive environment by making individuals aware that there is an expectation at all times, of appropriate behaviour consistent with our core values and those of our governing bodies: Ontario Soccer and Canada Soccer. Guelph Soccer supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect. These codes of conduct should be reviewed with all team members, officials, parents, and players each season.

Policy: Guelph Soccer adopts the Canada Soccer Code of Conduct and Ethics. Full policy details here:

https://www.canadasoccer.com/files/CSA_Code_of_Conduct_and_Ethics_FINAL_22.09.17.pdf

Discipline/Zero Tolerance Policy/Fines

You should check your League's website for any disciplinary reports posted. The Club will email you a copy of any discipline notices received immediately.

Ensure all notices regarding discipline received are checked in detail to determine whether any members of your team or staff is required to attend a hearing.

If a hearing is scheduled **Discipline by Hearing- DBH** there will be a case date that you and/or the Head Coach must attend along with the player.

If the incident is subject to review **Discipline by Review- DBR**, the player does not need to attend personally.

Every Player, Coach, and Administrator should be familiar with the penalties for specific offenses and the procedure for administering the discipline process on the Ontario Soccer website (section 12 of guideline)

Zero Tolerance Policy

Team Officials must be familiar with our Zero Tolerance Policy towards the use of alcohol, tobacco, illegal drugs and abusive language by Team Officials when they are in the care of a team. This includes practices, exhibition games, tournaments, and scheduled league, and playoff or cup games.

Guelph Soccer is a strong supporter of making our Club safe for our players, coaches, staff, spectators, and members. Our Zero Tolerance Policy is enforced in order to regulate the conduct of our environments. Participants and spectators are not permitted to abuse or





disrespect other participants. Every participant and spectator must observe this policy and accept the repercussions for failing to comply.

Any person within the club permitted space determined by the Club to be guilty of abusive and disrespectful conduct towards any individual during a game or event will face disciplinary action by the Club.

The most important aspect of the Club is always to have a fair play environment. The Club is committed to promoting sportsmanship through respect between players, captains, coaches, match officials and spectators.

Zero Tolerance means that for a specific infraction, there will be a specific consequence (or a range of consequences). Zero Tolerance is practiced when the application of consequences will not be allowed. The League/Club will uphold event suspension and/or expulsion consequence in response to violations of this policy. Any violation of this policy may result in immediate suspension or expulsion of the offender and/or involved parties. At the conclusion of each season the Club's Discipline Committee will review all suspension. This review may result in an offender being denied membership in the following season if they are deemed in breach of this policy and the club's fair play objectives.

Fines

Team Officials must be aware that each team is responsible for any fees or fines charged to your team by the District/League/Club. In order to maintain good standing with the leagues, team debts will be paid on behalf of the team by the Club and your team will be invoiced by the Club for those debts.





Risk Management and Emergency Action Plan

Risk Management

a) Player Emergency Information

You should have the following emergency information on file for each player (Medical Form)

- Home/cell/work numbers for parents/guardians
- Any health concerns the player may have (asthma, allergies, etc.)
- The player should carry his/her health card with them when not accompanied by a parent/guardian

b) Emergency Action Plan

- Each team should have a plan and contact person responsible to deal with emergency situations, keeping the first aid kit updated, etc.

c) Incident Report

- An incident report should be filled out and forwarded to the club following an injury to a player or a special incident during a game/practice that the Club should be informed about. (Send completed reports to the Club customerservice@guelphsoccer.ca)

d) Concussion Policy & Return to play

- All team officials are required to review and understand the concussion policy by Canada Soccer. A full list of concussion resources including a medical assessment report to confirm return to play is listed on the Guelph Soccer website.

Emergency Action Plan

Though serious injuries or accidents are rare, you must be ready to deal with them if and when they occur. As a first step, formal training in first aid and CPR for all team staff will give you the confidence and knowledge you need to deal with emergencies effectively. Guelph Soccer offers a First Aid course through the Club, annually, at no cost.

You should maintain a complete First Aid kit to help you deal with minor injuries.

Develop an Emergency Action Plan and write it down so everyone involved is clear on their responsibilities.

Designate key individuals to carry out the plan (i.e. the person in charge and the call person)





Person in Charge

The person in charge should be the one who is most qualified in first-aid and emergency procedures. This individual will:

- Know what emergency equipment, if available, at your facility
- Secure a controlled and calm environment
- Assess and tend to the injured player
- Direct others involved until medical personnel arrive

Call Person

This individual will:

- Keep a record of emergency phone numbers and know the location of telephones in the facility
- Make the telephone call for assistance
- Guide the ambulance (if required) in and out of the facility





League Registration

League Registration Deadlines:

Indoor Registration

The Club requires Team Official and Player ID Cards for players who have registered in our online registration system. Teams should allow sufficient time for processing to ensure rosters are ready before their indoor league games or exhibition games are played.

Outdoor Registration:

The Club requires officials and player cards along with registration forms for first 11 players be submitted by the following dates, according to your league:

OWSL, OSL, WRSL, and SWDSL by March 15th

No one will be permitted to participate in practices, exhibition games, festivals, tournaments, league or cup matches unless they are registered with the Club. This is a requirement for liability insurance purposes. Failure to comply may result in discipline.





Player and Team Official Cards

Each rep player and team official require to be registered with the Club and Ontario Soccer and a Club Identification Card is required in order to take part in exhibition games, Festivals/Tournaments or league play.

Please review the following:

Player Cards

- Pictures/cards are to be updated every three years for those under 18 years of age.
- Returning players- team managers are to confirm all player cards are accounted for and are required to send a picture of the cards to the Club prior to March 15th.
- New players- pictures and a copy of the players birth certificate are to be sent by the Team Manager electronically to Club staff.
- Photo is to be a head and shoulders shot that is current and a recognizable likeness of that player
- Photos should be on a plain light background with no hats or sunglasses. Reading glasses are permitted to ensure proper identification
- If sending a whole new team send in a zip file (include players and team officials for your group)
- A roster should be provided in order to ensure all players are captured

Team Officials

- All Team Officials [i.e. Head Coach, Assistant Coach, Manager, Assistant Manager (trainer/first-aid)] need to have a team official card. For new cards, follow the same procedure as outlined for players, however, proof of age is not required as it should be included in the seasonal volunteer form and police check already completed. The picture for team officials is required to be updated every five years.

Note: Coaches certification papers with dates must be completed in order to be validated as a coach to be on the bench.





Festivals/Tournaments

All teams planning on attending Festivals/Tournaments must submit a Festival/Tournament Authorization Form to the Technical Manager for approval.

All Festivals/Tournaments are to be approved by the Technical Manager (see authorization form).

Teams are only permitted to enter sanctioned Festivals/Tournaments. These can be found on the Ontario Soccer Competition and Management website <http://ctms.ontariosoccer.net>

Once your Festival/Tournament forms have been approved, teams are responsible for registering and making payment for their selections. For Tournaments outside our District an (ATF) is required and can be completed online through the Competitions and Management website.

Coaches are encouraged to speak to Guelph's Technical Manager, for information or assistance in order to select the most appropriate Festivals/Tournaments for your team/group.

Note: Teams travelling out of the District will be required to complete an Application to Travel Form (ATF). Due to District volumes, please allow up to 10 business days for approval.

Competition and Management website <http://ctms.ontariosoccer.net>

New Team Official - must register

Already Registered - must Login

Please remember only carded Team Officials should be completing forms for your team.

First on the Turf Tournament

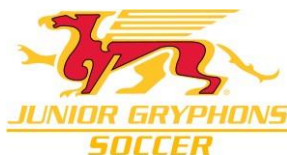
Each year Guelph Soccer hosts a festival/tournament for ages U9-U18.

A spot will be held for all Guelph Soccer squads/teams, unless stated otherwise.

Registration will open in January through the Guelph Soccer Website > Events > FOTT

Teams will receive a \$50.00 discount on the FOTT registration fee.

Club teams are still required to register (show books, game sheets, and pick up tournament package) at the Tournament Headquarters on Friday evening or Saturday morning.





Permits

Call up Players:

For U13+ coaches may call up from younger Guelph Soccer teams from time to time. The coach should approach the player's existing coach, identify the player, and request that the player be permitted to "play up". Should an agreement be reached between all parties, ensure the player has a valid player card and is clear to play.

NOTE: A player may only play up a limited number of games depending on league rules. It is the Team Manager's responsibility to ensure they know the rules and it is followed.

For U8-U12, teams must provide the Club with the house league players name and date of birth, players may not be called up from a younger rep team within the U8-U12 age groups. The Club will add the player(s) into the system and a player card will need to be created (see process above), there is a call up fee of \$50 payable to the Club. Only players registered in a Guelph Soccer House League Program are eligible to be called up.

Temporary Eligibility Permit (TEP): U13- U18

This permit enables a player to play one game or tournament per form. A player may apply for three TEP's during each season. This permit is not valid for Cup Games. Player must have a valid Ontario Soccer Player ID Card. The TEP form must be authorized by the Club and the District Registrar.

NOTE: When completing permits it is the responsibility of the team to check with the appropriate league manual for any league restrictions.

Player Transfer:

A player wishing to move from one club team to another club must complete a player transfer form. This form needs to be completed by the player and the releasing team. It should be forwarded to the receiving team and the district involved. The District will remove the player from the releasing team and add the player to the new roster. The Player ID Card must accompany this form.

International Transfer:

Any player who is 12 years of age or older and who was last registered in another country will be required to complete an International Transfer prior to being eligible to play in Canada regardless of the number of years the player has been a resident in Canada. This process can take up to twelve weeks.





Exhibition Games:

For insurance purposes, if you are participating in an exhibition game against another team, the exhibition process must be adhered to. Please note a scrimmage/friendly is just another term for an exhibition game. These must be properly sanctioned.

Exhibition Game Between Two Guelph Teams:

- An email is to be sent to the Club. Provide details (date, teams involved, start and stop times, game format and venue)
- If a referee is required, please put a request in writing to the Club Head Referee (contact on website).

Home/Away Exhibition Games WITHIN District (SWRSA)

Home:

- Contact the Club by email for approval.
- Provide details (date, teams involved, start and stop times, format, venue)
- Complete the AHEG (Application to Host Exhibition Game) via the CTMS website www.ctms.ontariosoccer.net (must login or register to proceed).
- Once both Clubs have approved, the Hosting Club will approve the AHEG on Club end
- Once the District has granted approval the game becomes sanctioned
- If a referee is required, please put a request in writing via email to the Club Head Referee.
- Provide at least 10 business days notice to ensure this process has time to be completed.

Away:

- Same process only the host team should be initiating this through their Club
- The Club should always be aware of team participation in exhibition games.

Note: if your exhibition game has not been approved, your team is not to participate. (scrimmage/friendly are just another term for exhibition game). Once you get down to one ball vs. another team, proper sanctioning is required.

Home/Away Exhibition Games with teams OUTSIDE our District:

The 'Application to Host a Exhibition Game' (AHEG) and 'Application to Travel Form' (ATF) are located on Ontario Soccer's Competition and Management Website www.ctms.ontariosoccer.net

New Team Official- must register to proceed

Already registered as a Team Official- must login to proceed





Home:

If an Exhibition Game is to take place between a Guelph Soccer Team and a team outside of the District (Southwest Soccer) at a Guelph location:

- Contact the Club for technical approval
- The Guelph Team needs to complete online 'Application to Host Exhibition Game' (AHEG).
- The opposing team is required to complete an 'Application to Travel Form' (ATF).
- The opposing team should be provided the approved AHEG document # to upload with their ATF
- If a referee is required, please put a request in writing via email to the Club Head Referee.
- Game Sheets must be provided to the Club within 24 hours so that they can be sent to the District.

Away:

If an Exhibition Game is to take place between a Guelph Team and a team outside of the District at a location outside of the District (SWRSA):

- The Host Team is required to complete the online AHEG Form and process it through their Club
- The Guelph Team is required to complete an 'Application to Travel Form' (ATF)
- Guelph Team should request approved AHEG document from Host Team to upload document into their ATF
- This process can take up to 10 business days

Note: if your Exhibition Game Application to either host or travel has not been approved, **your team is not to participate.**

Application to Travel (ATF)

The ATF is now electronic and online and may be found at www.ctms.ontariosoccer.net.

An ATF is required for every Tournament entered or Exhibition Game outside the District. This must be approved by the Club and SWRSL. Before applying for permission to travel, you must also have verification that the tournament or exhibition game has been sanctioned by the parent organization of the Club hosting the tournament or game. Should the event take place outside of the Province of Ontario, verification that the event has been sanctioned must accompany all applications to travel.

A team **must** be properly registered before an ATF will be approved. **An ATF is not required for travel to participate in "Ontario Cup".**

The District must approve this application, so please allow the allotted amount of time for processing.

- 7 days prior to the team traveling to another District within Ontario





- 14 days before the team travels to another Province or the USA
- 90 days before the team travels to another Country

Complete the form online. www.ctms.ontariosoccer.net

The following information is required to complete your online ATF:

- District Name- Guelph Soccer's District is SWRSA (Southwest Regional SA)
- Organization Name- Guelph Soccer
- Team Squad Name- (your team here- example Guelph Jr. Gryphons GU15 Red)
- Team OSA Number- (each team is assigned an individual team # - example 0412-G03R)
- Gender (select accordingly)
- Age (select accordingly)
- Jurisdiction (most will take place in Ontario)
- Contact Name (your name)
- Contact Phone Number (your phone #)
- Contact Email (your email)
- Destination City (City Festival/Tournament location)
- From Date
- To Date
- Season (current season for Indoor or Outdoor)
- Name of Event
- Upload any documents if required
- If travelling to the USA- teams must upload host tournament rules, proof of sanctioning and proof of out of country insurance coverage for all players into the ATF so that approval can be granted. Guelph Soccer's Manager will provide form upon request.
- Agree
- Submit

This process is in real time. Once team has submitted, it will require Club approval. Once Club approved, the District will in turn approve on behalf of Ontario Soccer.

Application for Additional Travel Insurance:

When travelling outside of Canada it is **MANDATORY** to have additional travel insurance. The form for the Ontario Soccer Insurance may be found on the Ontario Soccer website under [Club/District - Risk Management - Insurance - Player/Coach/Referee - How to obtain a team travel insurance]. You also have the option of applying for insurance through a private company such as Blue Cross or Thomas Cook as long as coverage is the same. Proof of this additional insurance will be required by the District when getting your travel permit





approved. All players and officials listed on the roster should be on insurance list - if not please advise by email who is not attending.

Forms Available from www.ontariosoccer.net

- Player Transfer Form - International
- Application to Travel
- Application to Host Exhibition Game

Games

Game Sheets:

Game sheets must be filled out completely and correctly. Team Officials are responsible for proper completion of the game sheets. Ensure all team staff are listed properly on game sheets along with participating players who are properly identified. Ensure all players are clear and free to participate. Fines are imposed for infractions regarding use of illegal players or team staff. Game Sheets are audited closely by the leagues for compliance. Check your league rules regarding specific requirements for submission of game sheets and payment of game officials. All sanctioned Exhibition Games require games sheets. The game sheets are available from the District website. Completed game sheets should be directed as per your league policies and producers. *****Fines are imposed by the Leagues for failure to comply.**

Fees for Match Officials:

Check your league rules regarding the process for payment of game officials and ensure that this is adhered to. U8-U18 SWDSL/WRSL teams do not pay for match officials fees on field. These fees are covered by the Club/SWRSL/WRSL.

Leagues

Each League has its' own Rules & Regulations - they are not necessarily the same (i.e. rules regarding guest players, temporary registrations, residency, etc.) There are also forms i.e. waiver form that needs to be sent to the League by a deadline.

It is the team staff responsibility to be familiar with their respective leagues policies which are available on their league website and to be aware of updates and changes.

League Websites:





Southwest District Soccer League <https://swrsl.e2esoccer.com/>
Western Region Soccer League <https://wrsl.e2esoccer.com/>
Ontario Women's Soccer League <https://owsl.e2esoccer.com/>
Ontario Soccer League <https://osl.e2esoccer.com/>

How to Assign a Match Official

If your team is hosting a "friendly" or exhibition game against another team and you would like to book a Match Official (Referee), please use the following procedure:

Please send an email to the Club. Include the details of your game : date, teams involved, start and stop times, format, venue, etc.

Officials are not permitted to ref unsanctioned games. All exhibition rules must be followed in order to use a match official.

Website

Official Guelph Soccer Website: www.guelphsoccer.ca

We would like to keep this site as up to date as possible. Please keep the office informed of your successes and milestones. Managers and Coaches are encouraged to send in articles such as team news, events, player news, sponsor thank you, tournament placements, upcoming games, etc. A detailed description and photo(s) should accompany all submissions. Submissions can be sent in point form or as a story. Email customerservice@guelphsoccer.ca to send team stories, photos, or information for publishing.

Team Management Site (TeamSnap)

Another way we will communicate and notify teams is through our TeamSnap Officials Page. All Team Officials are added into the page at the start of the season. This page allows the Club to send out communication to our teams in a centralized location so we can keep record of the emails that have been sent out. Emails that you will receive through the TeamSnap Official's Page will include: summer practice field allocation, winter turf/gym allocations, updates on upcoming coaching courses and more.

All teams will use TeamSnap as their team management site. These accounts are married to the master Club account.

Please be advised of the following Club policies that teams are to adhere to when managing your TeamSnap account.

- The Guelph Soccer logo must be present on the front page in plain view





- Parental consent is required for all posted photos
- Never publish negative remarks
- Promote your Team and Club proudly
- Guelph Soccer reserves the right to remove any content, links or articles if it feels it is in any way inappropriate
- Privacy and security of all players should be a priority

Fees and Fines Covered/Uncovered

FEES COVERED BY GUELPH SOCCER

Applications to Host Exhibition Game (Outdoor)

Application to Travel (Festivals/Exhibition/Tournaments) (Outdoor)

FEES NOT COVERED BY GUELPH SOCCER

Surcharge for late Travel Documents (less than 7 days)

Surcharge for failure to submit a Game Sheet within 48 hours

Late processing fee for Player ID Cards and rosters

League fines as a result of any form of non-compliance

Player Transfer Forms

International Transfer - Amateur

Temporary Eligibility Permits

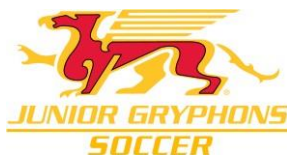
Trial Permits

Indoor Leagues/registration fees

For a full list of league fines please visit the leagues website directly;

WRSL - <https://wrsl.e2esoccer.com/PageDisplay.aspx?SideMenuID=189>

South West - https://swrsl.e2esoccer.com/Downloads/APPENDIX_C.pdf





Team Financials Policy

Team Budget

It is important to plan ahead.

At the beginning of each season, the Head Coach and the team Manager need to determine which Festivals/Tournaments they are entering and/or any activities the team will be participating in to gauge the amount of funds required by the players/parents. Items such as team equipment, first aid items and additional expenses should also be considered. A parent meeting must be held and the budget must be voted on and approved by a two thirds majority before any funds are allocated and spent.

Team Bank Account

Every Guelph team is to have a team bank account in which the Manager is responsible for. No personal accounts are permitted. All team collections should be deposited in this team account and a team cheque issued for the payment of invoices, team registration and other various expenses that occur.

Information required for a new account:

- Name and full physical address of financial institution
- Team account name (example- Boys 2009 Guelph Jr. Gryphons Soccer)
- Signatories (for security reasons you are to have more than one signing officer)
- Coaches should never be listed as a signatory

Accounts which have been taken over from previous officials will need to have the signatories updated.

Please email all bank information required for your team in order for a letter to be provided from the Club to open a team bank account/ or update your team signatories.

Team Financials

Throughout the season, the Team Manager should be keeping financial records of the team revenue and expenses. At the end of the season, the Manager will submit the team financials to the Club by September 30th along with a bank statement. This information will go to accounting@guelphsoccer.ca





Contacts

Guelph Soccer

375 College Ave. West

Guelph, ON N1G 0C3

Phone: 519-824-2199

Email: customerservice@guelphsoccer.ca

Soccer Website Links:

Guelph Soccer

www.guelphsoccer.ca

Southwest District Soccer League

<https://swrsl.e2esoccer.com/>

Western Region Soccer League

<https://wrsl.e2esoccer.com/>

Ontario Soccer

www.ontariosoccer.net

Canadian Soccer Association

www.canadiansoccer.com

