



**ONTARIO  
SOCCER**  
EST. 1901

## 2024-2025 OPERATIONAL PROCEDURES

### SECTION 5 - REGISTRATION

## PROCEDURE 1.0 - REGISTRATION OF ORGANIZATIONS AND INDIVIDUALS

- 1.1** An individual or organization must register with Ontario Soccer prior to participating in any program/competition under the jurisdiction of Ontario Soccer. An individual or organization is only registered with Ontario Soccer after the applicable data has been entered into Ontario Soccer's digital registration system and all applicable payments made in accordance with the organization's procedures.
- 1.2** A District Association shall:
- a) Register with Ontario Soccer through the annual Membership Renewal Process
  - b) Register all of its Clubs, Leagues and Administrators
  - c) Be responsible for ensuring and reporting that its Clubs have provided copies, either digitally or otherwise, of all of their registrations of Leagues, Divisions, Teams, Players, Team Officials and Administrators to Ontario Soccer
  - d) Be responsible for ensuring and reporting that its Leagues have provided copies, either digitally or otherwise, of all of their registrations of divisions and Administrators to Ontario Soccer
- 1.3** A Club shall:
- a) Register with its District Association through the annual Membership Renewal Process
  - b) Register all of its Leagues, Divisions, Teams, Players, Team Officials and Administrators with Ontario Soccer
- 1.4** A League shall:
- a) Register with its Governing Organization through the annual Membership Renewal Process
  - b) Register all of its divisions and Administrators
- 1.5** Ontario Soccer shall register Players involved in National and Provincial Team programs who are not already registered with Clubs.
- 1.6 Club Team Officials**
- A person may not be registered as a Team Head Coach for more than two Competitive teams in any one season.
  - Each Club Team may have a Team Manager(s), Assistant Manager(s) and Assistant Coach(es) as (a) Team Official(s).
    - Each Team officials must be registered with Ontario Soccer through the digital registration system and shall be responsible for the team they are assigned to.
    - Only a Team Official, meeting the certification requirements for that age division and classification shall be eligible to participate in a game, be listed on the team game day roster, and be present in the team's bench area.
- 1.7** All Club Teams entered into Ontario Soccer's Digital Registration System must be identified using the following team naming convention methodology.
- 1.7.1** Youth Team: Club (full name), Gender (M or F), YOB, League, Division, Team Identifier
- 1.7.2** Adult Team: Club (full name), Gender, Category (Open, O35, O30, Masters), League, Division, Team Identifier



## PROCEDURE 2.0 – PLAYER REGISTRATION

### 2.1 Player Registration Categories

- |      |            |                      |
|------|------------|----------------------|
| i.   | Grassroots | U12 and Younger ages |
| ii.  | Youth      | U13 to U18           |
| iii. | Senior     | U19+ and older ages  |
| iv.  | Open Aged  | Open                 |

- 2.2 When registering with Ontario Soccer, acceptable proof of age must be provided by the Player to the Club. The burden of proof of age shall rest with the Player.
- 2.3 A Player on a team playing in an amateur League is registered by their Club with that Club's District Association. A Player on a team playing in a Pro-Am League is registered by their Club with Ontario Soccer. A Player who is not registered with a Club and who is involved in a National and/or Provincial Team program is registered by Ontario Soccer and notification provided to their District upon registration.
- 2.4 The processing and validation of Player registration, transfers, reinstatements and other transactions pertaining to Player registration shall be approved by the applicable Governing Organization(s). Such authority may not be delegated to Clubs or Leagues.
- 2.5 As part of the registration process, the Club will allocate Players to teams for Players playing on an Under-13 or Older Aged Team, in a competitive League, a District Recreational League or a Sanctioned Competitive Competition(s).
- 2.6 Grassroots Development Players (U12 and below) will be registered into Ontario Soccer's digital registration system, but are not required to be assigned to a team. The intent, for Clubs with more than one team at an age group is for Players to move freely between teams, based on their developmental requirements. When there is one team at an age group, the players may be assigned to a team.
- Grassroots Recreational players (12 and below) will be registered into Ontario Soccer's digital registration system, and may be assigned to a team at the Club's discretion.
- 2.7 At a Club's discretion, when registering its recreational Players into Ontario Soccer's digital registration system, it may register Players in their local competition without assigning those Players to teams.
- 2.8 A Player is registered only after they have completed Ontario Soccer Approved Registration Form (hard copy or digital) and waiver **and their registration has been entered into Ontario Soccer's digital registration system**. The effective date of registration for a Player shall be the day and time that the registration has been data entered in Ontario Soccer's digital registration system. The Player will become insured upon their registration into Ontario Soccer's digital registration system.
- 2.9 A Player's "*Player Assignment To Team*" designation by its Club on an outdoor team for competition purposes is terminated on December 31 or when the Club de-registers the Player in Ontario Soccer's digital registration system, whichever occurs first.
- 2.10 A Player's "*Player Assignment To Team*" designation by its Club on an indoor team for competition purposes is terminated on May 31 or when the Club de-registers the Player in Ontario Soccer's digital registration system, whichever occurs first.
- 2.11 An amateur Player may register on the following number of outdoor teams:
- A grassroots Player may only be registered at any one time with only one Club;
  - A youth Player may have only a maximum of three registrations, with one or more Clubs, only one of which may be a competitive team; and
  - A senior Player may register on an unlimited number of teams, with one or more Clubs, only one of which may be a competitive team



- 2.13** An amateur Player may register on the following number of indoor teams:
- a) A grassroots Player may have only one registration, per season, with only one Club;
  - b) A youth Player may register on a maximum of three indoor teams, with one or more Clubs; and
  - c) A senior Player may register on an unlimited number of teams, with one or more Clubs.
- 2.14** A professional Player may register on a maximum of one professional or **Pro-Am** outdoor team and one professional or pro-am indoor team.
- 2.15** Notwithstanding Procedure 2.12 and 2.13:
- a) A Player may not play for more than one team in the same division or cup of any competition.
  - b) A League may limit the eligibility of a Player registered on teams in other Leagues from playing in its League.
- 2.16** With the written permission of its District Association, for local League recreational competition only, a Club may:
- a) Permit a Player of demonstrated lower ability to play for an age level team within its Local League lower than the one to which they should, by age, be registered, provided that the age difference does not exceed two years; and
  - b) Place children with special needs at the appropriate age level.
  - c) The above a) and b) are at the discretion of the District Association through a qualified technical assessment.
- 2.17** Players U13 and older may be registered to play on a team in an older age division. Stipulations for Players U12 and younger to play to an older age division are listed in the Grassroots Procedures of Section 6 Game Types.

## PROCEDURE 3.0 – LEAGUE REGISTRATION

- 3.1** A League must be registered before any of its divisions are registered and before any teams are placed in those divisions

## PROCEDURE 4.0 – CLUB REGISTRATION

- 4.1** A Club is registered only after its registration has been data entered in Ontario Soccer's digital registration system in accordance with Published Rules. A Club must be registered before any of its teams and Players may be registered.
- 4.2** Each Club must register with its District Association through the Annual Membership Renewal Process (inclusive of the Club Licensing system) and in accordance with their District and Ontario Soccer Governing Documents. After the initial data entry of the Club's registration in Ontario Soccer's digital registration system, the Club shall remain registered until such time as the Club's Governing Organization de-registers the Club.
- 4.3 Club Branding**
- All District, Regional or Provincial Level teams ("competitive level") of a registered Club with a District Association must be identified on the field of play by its Club name and/or emblem and be displayed by its Clubs' common colours. No third party or affiliated soccer organization markings or colours are permitted.



## PROCEDURE 5.0 – TEAM REGISTRATION

**5.1** A team is registered annually by its Club to play in sanctioned competition(s). A team is registered only after its registration has been data entered in Ontario Soccer's digital registration system.

**5.2** A team is not required to participate in a League in order to be registered as a team.

### **5.3 Tournament Team**

A tournament team may be registered with its Governing Organization as a recreational or competitive team to participate in tournaments.

**5.4** When registering a team, a Club must provide the following information:

- a) The address, telephone number, email address, date of birth, gender, and "Ontario Soccer REGISTRANT NUMBER" of the team contact;
- b) The address, telephone number, email address, date of birth, gender, and "Ontario Soccer REGISTRANT NUMBER" of each Coach, Manager and other team personnel;
- c) The required team naming convention of the team;
- d) The Team Status; Team Classification; Team playing season; Team Gender; and Team Age Classification must comply with the registration requirements of the Ontario Soccer digital registration platform.

**5.5** In the team age division Under-21 and lower, each Player on:

- a) An outdoor team cannot exceed the stipulated age before January 1 preceding the current outdoor playing season; and
- b) An indoor team cannot exceed the stipulated age before January 1 during the current indoor playing season.

**5.6** In the team age divisions Over-30 and over, each Player on:

- a) An outdoor team must exceed the stipulated age before January 1 preceding the current outdoor playing season; and
- b) An indoor team must exceed the stipulated age before January 1 during the current indoor playing season

Notwithstanding 5.6 a) and 5.6 b), a League may choose to permit an exception for a maximum of two (2) Player who are one year younger than the required age.

**5.7** In Open Age divisions, teams may contain Players of any age over the age of 16.

**5.8** Club shall register its Players on its teams, subject to the following maximum and minimum limits.

<b>Team Status</b>	<b>Player Classification and Team Classification</b>	<b>Team playing season</b>	<b>Maximum Limit</b>	<b>Minimum Limit</b>
Amateur	Grassroots Player Classification: 3V3 (No GK) (for Outdoor/Indoor/Futsal U6 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 6 Players	
	Grassroots Player Classification: 4V4 (No GK) (for Outdoor/Indoor/Futsal U7 & U8 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 8 Players	



Grassroots Player Classification: 5v5 (With GK) (for Outdoor/Indoor/Futsal U8 Teams ONLY)	Outdoor Indoor	As there are no registered teams in Grassroots Soccer, there is only a Game Day Maximum - 10 Players	NOTES: There will be no maximum and minimum limits to each team as there is no "Player Assignment To Team" for Under-12 and younger aged Players.
Grassroots Player Classification: 7v7 (With GK) (for Outdoor/Indoor/Futsal U9 & U10 Teams ONLY)	Outdoor Indoor	Game Day Maximum - 12 Players	There will only be "Game Day Maximums".
Grassroots Player Classification: 9v9 (With GK) (for Outdoor/Indoor/Futsal U11 & U12 Teams ONLY)	Outdoor Indoor	Game Day Maximum - 16 Players	Players registered with the Club are eligible to play in the appropriate age and gender classifications for each team.
Youth Outdoor Competitive Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Outdoor	20 Players	11 Players
Youth Outdoor Recreational Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Outdoor	25 Players	11 Players
Youth Indoor (small sided) Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	18 Players	7 Players
Youth Indoor (11v11) Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	20 Players	11 Players
Youth Futsal Player/Team Classification: (for U13, U14, U15, U16, U17 & U18 Teams ONLY)	Indoor	18 Players	5 Players
Senior Outdoor Competitive Player/Team Classification	Outdoor	25 Players	11 Players
Senior Outdoor Recreational (11-a-Side) Player/Team Classification	Outdoor	25 Players	11 Players
Senior Outdoor Recreational (5-a-Side) Player/Team Classification	Outdoor	25 Players	5 Players
Senior Indoor (small sided) Player/Team Classification	Indoor	25 Players	7 Players
Senior Indoor (11v11) Player/Team Classification	Indoor	25 Players	11 Players



	Senior Futsal Player/Team Classification	Indoor	25 Players	5 Players
Professional or Pro-Am	A Club with one Professional/Pro-Am Senior Outdoor Competitive Team	Outdoor	As per Canada Soccer Rules and Regulations and Ontario Soccer's Terms Of League Operations with Professional/Pro-Am League.	As per Canada Soccer Rules and Regulations and Ontario Soccer's Terms Of League Operations with Professional/Pro-Am League.
	A Club with two Professional/Pro-Am Senior Outdoor Competitive Teams	Outdoor		
	Professional/Pro-Am Senior Indoor	Indoor		
	Professional/Pro-Am Senior Futsal	Indoor		

- 5.9** A Club must register, by no later than April 15, the minimum eleven Players required on each team playing in a Youth Regional Division.
- 5.10** A Club may only register a maximum number of imports to play on a Professional/Pro-Am Team and that maximum number shall be annually determined by the Canada Soccer Board of Directors.
- 5.11** A female Player may register and play on a female team, male team or a mixed team. A male Player may register and play on a male team or a mixed team. This rule is binding on all Leagues, cup competitions, tournaments and exhibition games under the jurisdiction of Ontario Soccer and all of its member organizations. Unspecified gender may play on a team in accordance with the Gender Diversity Procedure 5.13.
- 5.12 Club Team Officials**
- Each Club team shall have a Team Head Coach as a Team Official
  - Each Club Team may have (a) Team Manager(s), Assistant Manager(s) and Assistant Coach(es), Goalkeeper Coach(es), and Fitness Coach(es) as (a) Team Official(s)

Such Club Team officials shall be registered with Ontario Soccer and shall be responsible for the team during the game.

Only Team Officials with a Team Official Soccer registration shall be eligible to participate in a game, to be listed on the game sheet and to be present in the team's technical area.

**5.13 Gender Diversity**

For the purpose of registration on gender-based amateur teams, a Player may register with the gender team with which the Player identifies.

- 5.14** Professional Clubs which are affiliated as Associate (Non-Voting Members) of Ontario Soccer may, with the permission of Ontario Soccer, operate Senior Club Teams or Youth Club Team(s) providing that the team(s) fully comply with Ontario Soccer standards for such teams. All registration processes involving the Players and Team Officials shall be validated by Ontario Soccer, including team registration, Player registration, Team Official registration, de-registration, transfers, temporary eligibility permits, trial registration permits and Registration Identification.

## PROCEDURE 6.0 – ONTARIO SOCCER IDENTIFICATION

- 6.1** Except where stipulated in these Governing Documents, Players and Team Officials shall be issued "Ontario Soccer REGISTRATION IDENTIFICATION".
- 6.2** Players and Team Officials are responsible for having their validated Ontario Soccer REGISTRATION IDENTIFICATION at all games (including League, cup, tournament and exhibition games) for presentation at the request of an ID check.

Failure to present Ontario Soccer REGISTRATION IDENTIFICATION, when requested to do so shall render:



- the Player ineligible to play in that game as per Section 12 Procedure 9.11.2 h) Playing after failing to produce proof of Ontario Soccer registration when requested to do so.
- a Team Official ineligible to participate in that game, to be listed on the game sheet and to be present in the team's technical area.

**6.3** "Ontario Soccer REGISTRATION IDENTIFICATION" can be an "Ontario Soccer REGISTRATION BOOK, IDENTIFICATION CARD, or Digital ID" which shall:

- have the effective date of registration (applicable to Ontario Soccer Registration Book), to that specific team (or Club in the case of Club Head Coaches) for that specific playing seasons; the effective date of registration should reflect the date of entry into Ontario Soccer's digital registration system.
- be validated by the District Association
- be accompanied by a valid Ontario Soccer Team Roster Report (in the case of an Ontario Soccer Identification Card)

**6.4** The "Ontario Soccer Digital ID" is the property of the person identified. Identification must be returned to this person within five days of a written request for such.

**6.5** Notwithstanding Operational Procedure 6.1, the following exceptions may be made:

- A District Association has the right to determine how to manage the identification requirements for Players/Team Officials for Clubs. A District is responsible for how they validate or ensure how Players of the Club level are registered.
- a Player registered in the Under-8 or a younger age classification will not be required to show Ontario Soccer Digital Identification.
- a Club may waive the requirement for games in its Under-9 to Under-12 Local Recreational competitions only, for Players and Team Officials to have an "Ontario Soccer Digital Identification.
- a District Association may waive the requirement for games in its Under-9 to Under-12 Development competitions only, for Players and Team Officials to have an "Ontario Soccer Registration Identification:
- a Festival Host Organization may waive the requirement for games in its Festival competition only, for a Player and Team Official to have an "Ontario Soccer Digital Identification"

**6.6** Any Player who wishes to play up to a team in a sanctioned competition must be issued an Ontario Soccer Registration book, Identification card or Digital Identification if they do not have one. Failure to present such document shall render the Player ineligible to play in that game.

**6.7** "Ontario Soccer Digital ID" will be produced by verifying registration data from Ontario Soccer's digital registration system and will include the following:

- a) Ontario Soccer Registration Identification,
- b) Which provides the following information:
  - the registrant's photograph;
  - the registrant's name;
  - the registrant's full date of birth;
  - the registrant's unique and/or parent/guardian unique email address
  - the registrant's "Ontario Soccer REGISTRANT NUMBER";
  - an expiry date; and
  - the name of the Club the Player is registering to;
- c) Player registration to a team will be verified by the Team Roster Report provided at each game; and
- d) The Player's discipline status will be provided and inputted by the League, Tournament or Cup Competition. (applicable to the book only)





**6.8** A valid photograph as referenced in the definitions section of the Governing Documents Operational Procedures shall mean a photograph that meets the photo specifications of Passport Canada which will include the following:

- The photograph shall be a Passport Canada style photo.
- The photograph must have been taken in the past six months.
- The eyes must be open and clearly visible.
- Glasses may be worn as long as the eyes are clearly visible.
- Sunglasses are unacceptable.
- The photo must show a full front view of the face with both edges of the face showing clearly.
- Black and white or colour photos are acceptable.
- Hats or head coverings are not permitted except when worn for religious reasons.
- The photograph shall be valid for up to three years for a youth Player and five years for a senior Player, Coach or Manager.

## PROCEDURE 7.0 – SHORT TERM REGISTRATION PERMITS

- 7.1** A "[SHORT TERM REGISTRATION PERMIT](#)" is a temporary registration with Ontario Soccer which shall only be used by Players who are not registered with Ontario Soccer or a Provincial Association affiliated to Canada Soccer. Notwithstanding the fact that this is considered a registration with a specific team, it shall not be included in the count of total number of Players registered with a team.
- 7.2** A Player who was previously registered with a Club during the current playing season and who was de-registered by that Club shall not be eligible to obtain a Short Term Registration Permit to play for that Club during the current playing season.
- 7.3** A "SHORT TERM REGISTRATION PERMIT" entitles a non-registered Player to play three games for a Registered Team during a thirty-day period or for the specific purpose of playing in a tournament.
- 7.4** A Player may obtain two "SHORT TERM REGISTRATION PERMITS" during one playing season for non-tournament use. There is no limit to the number of times a Player may be listed on the "SHORT TERM REGISTRATION PERMIT" during one playing season for tournament use. The short term registration period for each shall not overlap. Each Short Term Registration Permit, in the current season, must be with a different Club. An outdoor playing season and an indoor playing season shall be considered different playing seasons.
- 7.5** The "SHORT TERM REGISTRATION PERMIT" shall be obtained and validated by the District Association to which the team's Club is affiliated or to which the tournament is being held.
- 7.6** The District Association shall validate and issue a copy of the "SHORT TERM REGISTRATION PERMIT" and ensure that the form has both, the starting date and the expiry date of the short term registration period. The Player may use the "SHORT TERM REGISTRATION PERMIT" to play in any three games or within a tournament for the team stipulated on the form and which occur during the short term registration period. Once the Player has played in her/his third game or conclusion of the tournament the District Association shall terminate the Short Term Registration Permit by revising the expiry date to the date of the third game.
- 7.7** A copy of the "SHORT TERM REGISTRATION PERMIT" shall be affixed to the team sheet submitted to the Match Official at each short term registration game. Prior to submitting the copy of the "SHORT TERM REGISTRATION PERMIT" to the Match Official, the team must write the date of the game on the "SHORT TERM REGISTRATION PERMIT".
- 7.8** A Player using a "SHORT TERM REGISTRATION PERMIT" must also obtain "Ontario Soccer Identification" which must be available for presentation at the trial game in which they are playing. Failure to present the "Ontario Soccer Identification" shall render the Player ineligible to play in that game.



- 7.9 A "SHORT TERM REGISTRATION PERMIT" shall be permitted, subject to the competition rules, at League games, exhibition games, and tournament games but not in cup games.
- 7.10 When making application for a "SHORT TERM REGISTRATION PERMIT", a Player shall:
- Complete an Ontario Soccer "SHORT TERM REGISTRATION PERMIT" form;
  - Pay the fee as established by the District Association;
  - If the Player is playing on short term registration basis for a competitive team, supply a recent passport-sized photograph (which shall be affixed, by the District Registrar, to the "Ontario Soccer REGISTRATION IDENTIFICATION"
  - Indicate the starting date and the expiry date of the thirty-day short term registration period.
- 7.11 A League or a District Association or the competition rules may impose limitations on the use of "SHORT TERM REGISTRATION PERMITS", provided that the limitations are applied consistently.
- 7.12 If a Player's name is not included on the "SHORT TERM REGISTRATION PERMIT", he/she will not be eligible to play in the specified competition.

## PROCEDURE 8.0 – DE-REGISTRATION

- 8.1 A Player may be de-registered for any of the following reasons:
- The Player's League playing season has ended.
  - The Player has been injured
- 8.2 A Player shall be de-registered by one of the following methods:
- Automatic de-registration of outdoor Player by Ontario Soccer's digital registration system on December 31 and automatic de-registration of indoor Player by Ontario Soccer's digital registration system on May 31;
  - Their/The Club de-registers the Player in Ontario Soccer's digital registration system with the effective date of de-registration being the date of validation by Ontario Soccer's registration system;
  - Their/The Club submits a [De-Registration Form](#) to its District Association which de-registers the Player in Ontario Soccer's digital registration system after which the de-registration is effective.
- 8.3 A Player who has been de-registered during the playing season may register as a new Player (a Player can only register as a new Player if deemed to be in good standing).

## PROCEDURE 9.0 – AMATEUR AND PROFESSIONAL PLAYER STATUS

- 9.1 Players who are not in receipt of any remuneration other than the actual expenses incurred during the course of their participation in, or any activity connected with, soccer shall be regarded as amateur.
- 9.2 Travel and hotel expenses incurred through involvement in a match and the costs of a Player's equipment, insurance, and training may be reimbursed without jeopardizing a Player's amateur status.
- 9.3 Any Player who receives remuneration in excess of the allowable expenses stated in 9.2 in respect of participation in, or an activity connected with, soccer shall be regarded as professional.
- 9.4 The amateur/professional status of Players shall be determined in accordance with Procedures 9.1, 9.2 and 9.3 above by the National Association with which they are registered.
- 9.5 Canada Soccer shall keep an official register of the professional/semi-professional Players under its jurisdiction.
- 9.6 A Player leaving a National Association shall not be described as professional/semi-professional unless he/she was last registered as such by that National Association.



## PROCEDURE 10.0 – REINSTATEMENT FROM PROFESSIONAL TO AMATEUR STATUS

- 10.1 A Player last registered with any National Association as a professional Player must apply for Reinstatement to Amateur Status” before being registered as an amateur Player. [Canada Soccer Policy](#)
- 10.2 The procedure for approving the reinstatement of a Player from professional to amateur status shall be as set out in [Canada Soccer Rules and Regulations](#) and in accordance with any additional requirements as set out in this section.
- 10.3 Each application must be:
- Made on a form approved by Ontario Soccer and supplied by the District Association with which the Player's new Club is affiliated.
- 10.4 A Player who is registered as a professional Player may be temporarily reinstated to play amateur indoor soccer or Futsal, subject to the following conditions:
- The application shall be on a "**TEMPORARY INDOOR REINSTATEMENT APPLICATION FORM**" which the Player will obtain from his District Association;
  - The Player shall submit the application form to the District Association with which he/she wishes to register as an amateur indoor or Futsal Player;
  - The application form must be accompanied by a "**letter of permission**" from the Club with which the Player is under contract as a professional Player;
  - The application form must be authorized by the League of which the Player's professional team is a member;
  - The reinstatement applies to indoor soccer and Futsal only; and
  - The Player remains under contract, for outdoor soccer purposes, with the Club with which he/she has registered as a professional Player.

## PROCEDURE 11.0 – PLAYER TRANSFERS

- 11.1 A Player shall be entitled to the following transfers:
- Between teams within the same Organization** – Based on the limitations of the Club and competition of the applicable teams.
  - Between Organizations within the same District Association** - Two transfers only during the current playing season within the jurisdiction of a District Association. However, a Player once transferred cannot be transferred back to the team for which he was originally registered until a period of thirty days has elapsed.
  - Between Organizations in Different District Associations** - One transfer within the jurisdiction of Ontario Soccer, unless approved by Ontario Soccer with a valid rationale.
  - If the Player de-registers and registers with an organization outside of their District Association, the Player may not return to their team within the playing season.
  - Inter Provincial Transfers** - One transfer between Ontario Soccer and any other Provincial Association, except that in the event of a Player having been transferred under section a) and b) finding it necessary to return to the jurisdiction under which he was originally registered, he shall be allowed to transfer his services back to the team for which he was last registered.
  - International Transfers** – Based on the appropriate administrative processes in place by FIFA and Canada Soccer.
  - Under the FIFA transfer rules, an international transfer is not required and may not be asked for Players on trial. The Player's official registration does not change.
- 11.2 No Registrant or Registered Organization shall unreasonably limit the right of a Player to transfer to the team of his choice, between organizations affiliated with Ontario Soccer. The procedure for obtaining a transfer shall be as follows:
- The Player shall complete the applicable transfer application form



- b) The Player shall give written notice of his intention to transfer to the Club, which operates the team with which he is currently registered.
- c) The Club shall have seven (7) days to sign the transfer form, indicating acceptance of the transfer.
- d) If the Club does not sign the form within seven days, the Player may appeal to their District Association, without fee, in accordance with Appeals Procedures. Such appeal must be submitted within seven days after the seven-day period specified has expired.

**11.3** Notice of all transfers as hereby provided shall immediately be sent to the releasing organizations and to Ontario Soccer. The Player so transferred shall be eligible once registered, to play all games for the team to which his transfer has been granted.

#### **11.4 Inter-Provincial Transfers**

A Player moving from one province to another province, under the jurisdiction of Canada Soccer, shall not be registered until the Player receives in writing a clearance from the Provincial Association under which the Player was last registered.

#### **11.5 Inter-Provincial Transfers for Players transferring out of Ontario**

- a) When another Provincial Association advises Ontario Soccer that a Player has requested a transfer to that Province, Ontario Soccer shall immediately advise in writing, the District Association (with which the Player was last registered) that a transfer has been requested.
- b) After being advised by Ontario Soccer about the Inter-Provincial Transfer (IPT) request, the District Association shall immediately advise the Club with which the Player was last registered in order to obtain a statement from that Club that the Player has no further obligations to the Club and is free to transfer.
- c) A District Association shall respond to Ontario Soccer within seven (7) days after it receives the written notification from Ontario Soccer about the Inter-Provincial transfer request.
- d) If the District Association does not respond within seven (7) days, Ontario Soccer shall:
  - a. Assume a compliance position by the District Association and Club; and
  - b. Advise the Provincial Association that the Player has no further obligations to her/his former Club and is free to transfer.
- e) If a Club or District Association has a valid reason for delaying the issuance of an Inter-Provincial Transfer, the District Association must advise Ontario Soccer in writing, the reason why the transfer should not be issued or should be delayed. Upon receipt of such a request, Ontario Soccer shall immediately advise the other Provincial Association about the reasons for not issuing or delaying the transfer.

#### **11.6 Inter-Provincial Transfers for Amateur Players transferring into and out of Ontario**

- a) When a Player was last registered to play in another Provincial Association other than Ontario an Inter Provincial Transfer is required to release the Player from the Province with which they were previously registered.
- b) The Club with which the Player is looking to register within Ontario should complete Ontario Soccer's Inter Provincial Transfer form and send it to the District Association with which the Club is affiliated to.
- c) The District Association processes the Inter Provincial Transfer form and sends it to Ontario Soccer. Ontario Soccer sends the Inter Provincial Transfer form to the other Provincial Association requesting the Player's release.
- d) Once the release is approved by the other Provincial Association, Ontario Soccer will notify the District Association of the Player's ability to transfer and register with their desired Club.
- e) Players are not allowed to register until they receive confirmation of approval from Ontario Soccer

#### **11.7 International Transfers**

International Transfer Certificates (ITCs) are only necessary for Players aged 10 and over. An amateur or professional/semi-professional Player who has previously registered with another National Association requires an international transfer certificate issued by that National Association before the Player is eligible to register under the jurisdiction of Canada Soccer. [FIFA Policy] [International Transfers](#)



An amateur or professional/semi-professional Player who has become eligible to play for a Club affiliated to a National Association may not qualify for a Club affiliated to another National Association unless the latter National Association has received an international transfer certificate issued by the National Association which the Player wishes to leave.

#### **11.8 International Transfer Certificates for Players Transferring to Canada**

**11.9** Each application for an International Transfer shall be on an online form approved by Ontario Soccer and supplied by the District Association with which the Player's new Club is affiliated.

**11.10** The procedure for approving the international transfer of a Player shall be:

- a) The application form shall be completed and signed by the Player and their new Club; and shall be submitted to the new Club's District Association.
- b) The new Club's District Association is required to:
  - a. Check that the application form is in order;
  - b. Approve the application form;
  - c. Forward the application form to Ontario Soccer with all necessary documentation
- c) Ontario Soccer is required to:
  - a. Forward the application form to Canada Soccer.  
Refer to the Canada Soccer Rules and Regulations on Player Transfers available here: [2022\\_CS\\_Rules-Regulations](#)
- d) Canada Soccer is required to:
  - a. Review and process ITC application request from Ontario Soccer with the applicable foreign Governing Organizations
  - b. For further details, refer to the Canada Soccer Rules and Regulations on Player Transfers available here [2022\\_CS\\_Rules-Regulations](#)

#### **11.11 International Transfer Clearance for Players transferring out of Canada**

When Canada Soccer advises Ontario Soccer that a Player has requested a transfer to another Country, Ontario Soccer shall immediately advise in writing, the District Association (with which the Player was last registered) that a transfer has been requested.

**11.12** A District Association shall immediately advise the Club with which the Player was last registered and request a statement from that Club that the Player has no further obligations to the Club and is free to transfer.

**11.13** A District Association shall respond to Ontario Soccer within seven (7) days after it receives the written notification from Ontario Soccer about the International Transfer Clearance request. Ontario Soccer shall assume a compliance position by the District Association and Club, and advise Canada Soccer if a response is not received within seven (7) days.

**11.14** If a Club or District Association has a valid reason for delaying the issuance of an International Transfer-the District Association must advise Ontario Soccer in writing, the reason why the transfer should not be issues or should be delayed. Upon receipt of such a request, Ontario Soccer shall immediately advise Canada Soccer about the reasons for not issuing the transfer.

**11.15** If Ontario Soccer does not respond to Canada Soccer within seven days of a request by Canada Soccer for an International Transfer for a Player, Canada Soccer shall assume a compliance position and shall immediately issue the International Transfer Certificate (for that Player) to the other National Association.

**11.16** In the case of a refugee Player, the Club shall write a letter to Ontario Soccer and send a copy of such letter to its District Association. The letter must include:

- a) The name, date of birth, address, gender and telephone number of the Player;
- b) The name, address, and telephone number of the new Club with which he/she wishes to register;
- c) The Player status and Player classification of which the Player wishes to register in Canada;



- d) The name of the Player's former Club (with which he/she was last registered);
- e) The name of the National Association to which he/she was last registered and the year of that registration; and
- f) The Player status and Player classification when the Player was last registered with their former Club and former National Association.

**11.17** Ontario Soccer shall forward the above information to Canada Soccer which will refer the matter to the FIFA Players' Status Committee. Based on its investigation, the FIFA may issue a document equivalent to an international transfer certificate. If such is the case, Canada Soccer would then authorize the Player's registration in Canada and advise Ontario Soccer. Ontario Soccer would advise the Player and the Player's new District Association. If FIFA does not issue this document, the Player may not register in Canada unless he obtains an international transfer certificate from his former National Association.

**11.18** In the event it is discovered that a Player, who was last registered in another country, has registered in Canada without an international transfer certificate:

- a) The Player shall be declared an ineligible Player;
- b) Any games in which the Player played shall be forfeited to the opposing team, in accordance with the competition's rules; and
- c) The Player shall be subject to disciplinary action.

**11.19** A professional Player may be loaned between two professional teams. The "**Loan Agreement**" is subject to the following conditions:

- a) The agreement must be signed by the Player and both teams;
- b) Copies of the signed agreement must be distributed to: the Player; both teams; the League(s); and Ontario Soccer;
- c) The agreement shall stipulate the time period of the loan and specify which date that the Player must be returned to the loaning team;
- d) The team receiving the "Loan Player" must agree to pay, during the loan period, the Player's salary, as per the original contract, or as per an amount re-negotiated between the Player and the team receiving the "Loan Player"; and
- e) The amount of the salary must be stipulated in the "Loan Agreement."

**11.20 International Club Trial Request**

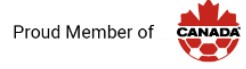
Players invited to have a formal trial with an overseas Club shall follow the following process:

- a) Player requests permission from their Ontario Soccer affiliated Club
- b) Club requests permission from District Association (providing name, Ontario Soccer number, dates of trial and name/location of overseas Club)
- c) District Association verifies requests and forwards it to Ontario Soccer
- d) Ontario Soccer processes the request to Canada Soccer
- e) Canada Soccer provides written permission which is passed back down through to the Player

Request should be put through in a timely manner in order to process in advance of the trial.



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