



## Cumberland United-Unis Soccer Club

Office/Bureau: 860 Taylor Creek # 5, Orléans, Ontario, K1C-1T1  
Email/Courriel: admin@cumberlandsoccer.com Tel/Tél: 613-837-9282  
Fax/télécopieur: 613-837-9379 Website/Site Internet: www.cumberlandsoccer.com



Updated on March 29, 2012

## 2012 Cobra Managers Guide

### Collecting team fees and Snakebite fees

Each team is responsible to supply **one cheque** for the number of players x **\$150**. These are due by **April 30, 2012** for all teams.

Costs for your mandatory entry into the Snakebite Tournament on June 22th and June 23th for U9-U14 (L4, L5 and L6 teams) and it is due April 30, 2012. The price for 2012 is: **\$160** for U9, U10 and U11 and **\$200** for U12, U13 and U14.

This means you will have to collect the fees from the players and deposit it into your bank account. Once you have done this, you then issue a single cheque payable to the CUSC for the applicable amount. Remember the bank will hold your funds for 5 days to ensure all cheques clear properly.

### Bank Accounts

You will have to get a letter from me stating you are in good standing with the CUSC (form letter on file). As a standard audit check, the CUSC strongly recommends you always have **TWO (2)** signatures required on any team accounts.

The bank account must be zeroed out at the end of the summer season and any remaining money equally distributed among the team members. You could keep \$5.00 in it to keep the account open if you expect to Coach next year. It is recommended you open the account name like this: **COBRA 1999 BOYS**. This way you can keep the account for many years and only have to change the signing authorities if necessary.

The **BANK of MONTREAL** at Place D'ORLEANS (613-564-6494) provides free community accounts for a maximum of 20 transactions monthly. You must call them and book an appointment (1 hour), both signing people must be there for the appointment, both people must have two pieces of ID, and you must have the letter I will provide for you.

## Team Player List and Team Staff information

Use the Team list form found on the COBRA Page on the website. It is a fillable PDF, so you type in the information, save it as a file with whatever name you want and send it to the [admin@cumberlandsoccer.com](mailto:admin@cumberlandsoccer.com) and CC in Keith Penny at [cobradirector@cumberlandsoccer.com](mailto:cobradirector@cumberlandsoccer.com).

Each Head Coach must fill in fully the Application to Coach form found on the website. It is a fillable PDF, so you type in the information, save it as a file with whatever name you want and send it to the [admin@cumberlandsoccer.com](mailto:admin@cumberlandsoccer.com) and CC in Keith Penny at [cobradirector@cumberlandsoccer.com](mailto:cobradirector@cumberlandsoccer.com).

Please ensure any staff members to be listed on the Team Roster Report (TRR) in the **OSA** database have the **mandatory Police Check, mandatory RIS course completed and three completed reference checks**. In 2012 the new Making Ethical Decisions (MED) course is mandatory for all coaches who are not certified SENIOR. If your NCCP transcript indicates you completed it, you do not need to do it again. Proof of completion must be provided to the office. The only people who are listed on the TRR are the Head Coach, Assistant Coach(s) and any Managers. Unless these are complete, they cannot be placed on the TRR. In addition the Coach and A/Coach must have completed their "**Senior Community Coach**" course. Only people who are listed on the TRR are allowed to stay on the Player side of the field and only a maximum of four may be there at any given time. (NOTE: Police checks are sent back to you and then you must drop them off at the office)

NOTE: Police Check procedure has changed this year and they will not allow the CUSC to process them anymore. If you need a Police Check come to the office first and get a letter which will allow you to process your PC free of charge. Make sure you take the proper ID with you to the Police Station as they are very sticky. Police checks are sent back to you and then you must drop them off at the office

Anyone who needs a **Reference check** completed needs to send an email to [admin@cumberlandsoccer.com](mailto:admin@cumberlandsoccer.com) with the name of the person, what team they are with and what position they volunteered for. They must supply three personal references (not related) with the home and work tel. numbers in this email.

To get the \$35 back for volunteering you can put down the following only in the **CUSC** database:

- One - Coach (certified Senior Community Coach, valid Police Check, completed RIS course and 3 reference checks, and MED if applicable)
- Two - A/Coach (certified Senior Community Coach, valid Police Check, completed RIS course and 3 reference checks, and MED if applicable)
- Two - Team Manager (must have Police Check, completed RIS course and 3 reference checks)
- One - Team Treasurer
- One - Team Equipment Manager

## Confidentially of Information:

Under no circumstances should personal information be emailed to everyone. General rule of thumb is to always use BCC when emailing multiple people (so the emails are kept confidential). Make sure you only send the minimum information to other parents.

## Travel Permits (ATFs)

Travel forms can be found on this link: <http://www.eodsa.on.ca> and then select “Forms” and then select “Competitions Forms” from the menu. For the CUSC Team information required you can find it all on the TRR. Please note that when applying to any tournament out of the Province or Country you must attached **proof of approval** by the governing body of the tournament. The tournament host will know what this is and will give it to you or let you know where to get it. The EODSA will not process the application without this document.

Once the form is properly filled out, you then save it and forward to [admin@cumberlandsoccer.com](mailto:admin@cumberlandsoccer.com). Once the form is received by me, it will be approved and sent to the EODSA for approval. I will not verify the data contained in it. Once it has been approved by the EODSA, I will send it back to you. **The average processing time could exceed 10 working days if the form is filled in properly.**

There is no charge for Travel Permits this year. However if you apply for one and cancel, there will be a \$20 charge applied to the team. (The CUSC is billed for every travel permit applied for)

## EODSA NOTES for ATFs Travelling within Ontario

When travelling to a tournament within Ontario you MUST go into the OSA’s approved tournament list to fill out your application form.

Go to <http://www.ontariosoccer.ca/Forms.htm> and next to ATF-Ontario there is a link to the Approved Tournaments list.

When this link is selected, a chronological list of all approved tournaments within Ontario appears.

The applicant will then scroll to the appropriate tournament and select it by clicking on the name.  
**\*\*NOTE: There are different links for Mini and Youth/Senior tournaments so make sure the correct link is being selected\*\***

Upon clicking the tournament name it will give all the tournament information. At the top of the page, under the title Tournament Details is a link for Application to Travel Form which the applicant should select.

By doing this all the tournament information will be correct and the applicant need only enter in there club and team information.

Failure to do so will result in having to redo everything and submit a new application. If we receive permits with incorrect information, particularly the jurisdiction, eligible teams, or the team type then the application will not be approved and we will request a new one that follows this procedure.

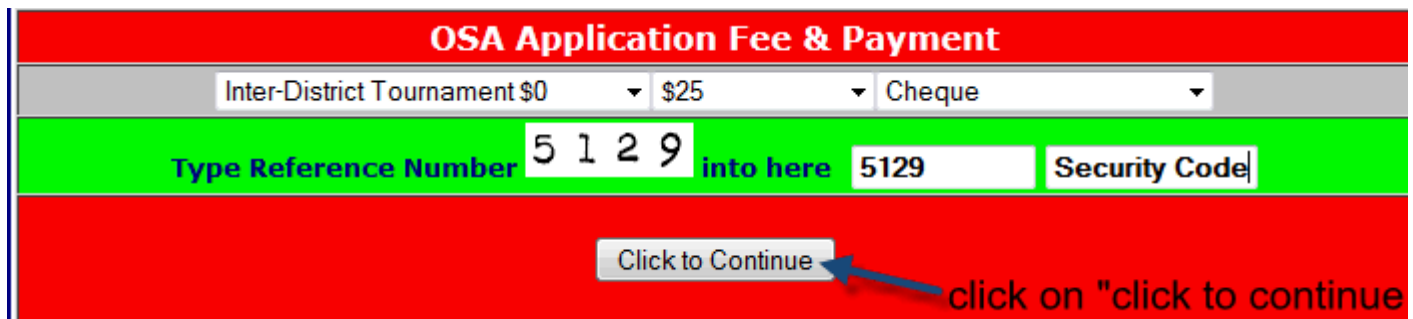
**REMINDER:** Please confirm that the coach and team manager listed on the application are registered as such and appear on the team roster.

Please see the below e-mail from the OSA regarding a new security step in the Online Form process. Please forward to all your team managers as this will be part of the online Travel Permit Process. This will be required for all of the OSA's Online Forms. This includes Travel Permits, International Transfer Request, Applications to host Exhibition games and Tournaments.

**To: District Administrators**

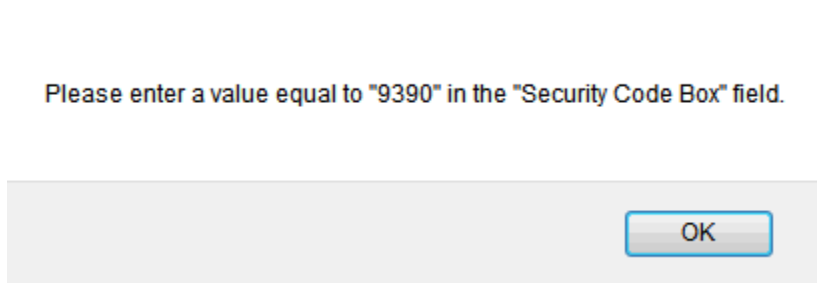
There have been some questions regarding online forms. A new security step has been put in place as an anti-spam measure for the online system. The following steps should be taken to complete all online forms.

**1. When you have completed the form, click on "click to continue" as per illustration below.**



The screenshot shows a red header bar with the text "OSA Application Fee & Payment". Below the header, there are three dropdown menus: "Inter-District Tournament \$0", "\$25", and "Cheque". A green bar contains the text "Type Reference Number" followed by the digits "5 1 2 9" in a white box, then "into here" followed by a white box containing "5129" and a "Security Code" label. Below this, a red bar contains a "Click to Continue" button with a blue arrow pointing to it from the text "click on 'click to continue'".

**2. The following box will then appear and provide you with the Security Code - in the example below it is "9390"**



The dialog box has a white background and a thin border. It contains the text "Please enter a value equal to '9390' in the 'Security Code Box' field." and an "OK" button at the bottom.

**3. Click OK**

**4. Remove the words: "Security Code" in the Security Code box.**



This screenshot is identical to the one above, but the "Security Code" label in the green bar has been removed, leaving a blank space in the input field.

5. Type in the security code that was provided (in this case, 9390) in the Security Code box.

OSA Application Fee & Payment

Inter-District Tournament \$0 \$25 Cheque enter security code

Type Reference Number 5 1 2 9 into here 5129 9390

6. Click the Click to Continue button once again to complete the form.

## Player Cards (Photo Cards)

All player cards as now processed on-line by visiting this link:

<http://idcard.eodsa.ca/> Remember you should not be applying for cards unless advised by the coach that he has received a new TRR showing the registered players and it is OK to do so.

## Equipment

Please contact John Delcellier at: [equipmentdirector@cumberlandsoccer.com](mailto:equipmentdirector@cumberlandsoccer.com) for all equipment issues. (The administrator has nothing to do with the equipment section.) Please note that 2012 is a transition year to the new ADDIDAS Uniforms. This means they are not mandatory this year, but will be next year in 2013. (However they do look real nice 😊 )

## Game Reports

Must be filled out and reported within certain time frames. Under no circumstances is any CUSC Team Staff to ask any Game Official to falsify these reports. (The Referee will be fined and suspended if caught falsifying these reports, and believe me they will get caught.)

## **ERSL and EODSA League Databases**

The CUSC administrator has absolutely nothing to do with this database, and it is up to the coach or their staff to maintain the correct team listing. The only thing the administrator does is approve call ups if they are legit.

### **General information can be found at these website:**

<b>EODSA</b>	<b><a href="http://www.eodsa.on.ca/">http://www.eodsa.on.ca/</a></b>
<b>EODSA League website:</b>	<b><a href="http://www.eodsaleague.com">http://www.eodsaleague.com</a></b>
<b>ERSL League website:</b>	<b><a href="http://www.ersl.ca">http://www.ersl.ca</a></b>
<b>OSA website:</b>	<b><a href="http://www.soccer.on.ca">http://www.soccer.on.ca</a></b>
<b>OYSL website:</b>	<b><a href="http://www.oyslsoccer.com">http://www.oyslsoccer.com</a></b>

**If any of this is unclear please contact me in this order:**

- 1)email me @ [admin@cumberlandsoccer.com](mailto:admin@cumberlandsoccer.com)**
- 2)text me @ 613-720-1311**
- 3)call me @ 613-720-1311**



# SHOW YOUR RESPECT



## Team Fines

As you all know the ERSL and EODSA likes to FINE everyone for deviating from the mandatory rules. This means you will be fined if you do not provide the mandatory equipment at home games. (Regulation corner flags at least 5 feet high, both Nets, and two proper size game balls.) If the CUSC is fined, you will be notified and expected to pay the fine within **SEVEN days**. It is the Team's responsibility to ensure they have the proper equipment and sizes before the season starts. This means you should check out your nets before the first game.

**REMEMBER: You cannot write names on an ERSL game sheet or you will be fined \$50.**

### (2012 ERSL fines only as an example)

Failure of a Team Head Coach to produce OSA Player Registrant Books or OSA Player ID Cards and OSA Team Roster Report	\$50 per occurrence
Failure to provide a game sheet generated from the System (if no notice of technical difficulties)	\$50 per game
Hand writing names on games sheets (if no notice of technical difficulties).	\$50 per game
Team playing an ineligible player	\$100 per player per game
Failure of a Team to attend the Team's Pre-Season meeting.	\$50
Failure to activate the Team on the ERSL League Management System by April 30	\$50
Failure of a Team to produce alternate Team colours when directed to do so by the Referee	\$50 per occurrence
Team playing an ineligible or suspended player under the name of one of its other registered players	\$500
Team Official present at or in the vicinity of the field for that team's League game during the period of his/her suspension.	\$50 per occurrence
Failure to provide, goal nets or, game ball or corner flags	\$25 per occurrence
Player, Coach or other Team Official who attempts or does impede, harass or otherwise intimidate a game official or opposing Team Officials	up to \$1000
Any substitute player or Team Official on the bench entering the field of play during an altercation	up to \$500
Team caused scheduled kick-off of game to be delayed	\$25
Team failing to appear for a game or have at least 7 players on the field within the 20 minute grace period	
First Occurrence	\$200
Second Occurrence	\$400
Third Occurrence -termination of the Team's membership in the League	
If the team failing to appear is the Home Team, the Away Team shall be able to submit a bill for travel expense incurred based on \$0.35 per kilometer.	Not to exceed \$100
If the team failing to appear is the Away Team, the Away Team's Club shall be billed for the referee fee(s) and the field rental costs.	Actual costs
Game abandoned due to actions of players, Team Officials or spectators/supporters of a Team	up to \$1000
Game abandoned or because a team is unable to field the minimum number of players at any time after the start of the game	\$100
Team removes itself from the field of play	\$250
Failure of a Team player or Official to appear at a Disciplinary Hearing	\$50