



Standard Operating Procedure

Season

SOP No: 2000

SOP Title: Register Trialist Players

SOP Number **2000**
 SOP Title **Register Trialist Players**

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1. PURPOSE

The purpose of this SOP is to assign trialist players with the appropriate teams and submit the necessary paperwork.

2. SCOPE

Trialist players can only be used in the event that a team is short on players due to low turnout, illness or injury.

Trialist players are not permanent members of the team they are joining. This SOP only lasts until the end of the game the trialist player in question is being assigned to. If a coach would like a trialist player for another game, he or she will have to repeat this process. Please see the Trialist Policy (#2000) for criteria regarding requesting a trialist player.

3. DEFINITIONS

Please see the Trialist Policy (#2000) for all relevant definitions.

4. RESPONSIBILITIES

4.1 Receiving Coaching Team:

The receiving coaching team is responsible for:

- Reaching out to the coach of the team he or she wants to borrow a trialist player from;
- Submitting the required forms to the game official;
- Photocopying these forms for their records; and
- Informing the supplying coach of the trialist player's performance during the game.

4.2 Supplying Coaching Team:

The supplying coaching team is responsible for selecting a player to be the trialist player for another team as well as filling out the required fields of the Trialist Form.



5. SPECIFIC PROCEDURE

Step	Description
1	The receiving coaching team fills in the player request form, obtains the Trialist Form from the League website, and emails them to the supplying coaching team, and CC's the applicable Program Director.
2	If the supplying coaching team agrees, they will choose a player or players and obtain permission from their parents or guardians. If the supplying coaching team does not agree, they must provide an explanation why. Possible reasons for refusal include the supplying team is low on players themselves, or has a game or tournament during the requested date.
3	If the receiving coaching team has an issue with obtaining players, they may contact the FSS program director to find a resolution.
4	The supplying coaching team will fill out the required portions of the Trialist Form and the Player Request Form submit them to the receiving coaching team.
5	The receiving coaching team will complete the Trialist Form with his or her information and photocopy it for their records. The coaching team will submit the original along with the gamesheet to the Game Official. The coaching team will ensure that the trialist player is labelled as such on the game sheet.
6	After the game, the receiving coaching team must inform the supplying coaching team of the trialist player's performance.

6. FORMS/TEMPLATES TO BE USED

6.1 Player Request Form

The current version of the Player Request Form can be found on the FSS website under the Forms tab.

7. INTERNAL AND EXTERNAL REFERENCES

7.1 Internal References

7.1.1 Trialist Players Policy #2000

7.2 External References

7.2.1 Trialist Form

The current version of the Trialist Form can be found on the league website