



BlueStars Reference Manual & Team Handbook

Vision:

Deliver a preeminent soccer program where FCR players will have the opportunity to achieve their maximum potential both on and off the field.

Mission:

Promote player development through dedicated technical personnel by providing an environment where our players excel to their maximum potential, strive for excellence, and develop a lifelong love of the game.

Values:

Loyalty
Integrity
Dedication
Teamwork

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do” - Pele

*****One parent/guardian must be certified in the Respect in Sport Parent Program for their child to be eligible to participate in BlueStars programming.*****

Seasons: Indoor (October to February/March)

Non-PSL - Premier

Outdoor PSL – May to July (mid-October if teams qualify for CSA (Canadian Soccer Association) Nationals)

Evaluations: Indoor – August/September

Outdoor – Ongoing throughout indoor season (if needed for PSL teams it will be by invite only).

FC Regina welcomes you and thank you for taking on the role of Team Staff. The information contained in this handbook will help you and your team have a successful season. If there is information that you require, and you are unable to locate it in the Team Handbook please contact the FCR Youth Coordinator youth@fcregina.com

Please note: Managers are not to sit on the team bench unless they are needed for the Rule of Two. There must be two adults on the bench for games and practices that are the same gender as the players (one must be a coach). This is for both male and female teams. The Rule of Two policy must be followed before/during/following team practices/games. Please refer to the FCR Rule of Two Policy in appendices.

Websites:

FC Regina – www.fcregina.com

SSA – www.sasksoccer.com

CSA – www.canadasoccer.com

1. Team Information

The FC Regina Youth Coordinator will provide Technical Coordinators for your division with a roster containing contact information to send out to Team Personnel. Please check the information and if there are any errors notify the FCR Youth Coordinator with the changes. If player information changes throughout the season, please notify the FCR Youth Coordinator of those changes too.

Reminder: Any changes/additions to your roster need to be done by the FCR Youth Coordinator who will make the necessary changes/additions on the website and with SSA for PSL/Provincials. All coaching changes/additions need to be approved by the club Technical Director and Technical Coordinators before the FCR Youth Coordinator can make the changes/additions to the roster on the website and with SSA for PSL/Provincials. All Team Personnel must have their Respect in Sport certification, Making Headway, Understanding Rule of Two and a current Criminal Record Check completed and on file in the FCR RAMP system.

Important: If players are injured (medical) or move out of the district and are unable to complete the current season let the FCR Youth Coordinator know immediately they may be entitled to a pro-rated refund. If a player quits, you must inform the FCR Youth Coordinator, depending on the withdrawal date, they may be entitled to a pro-rated refund. Please refer to the FCR Youth Refund Policy found on the FCR Website.

2. Parent meeting

The Manager is liaison between the Coach and team, the club and team, as well as SSA/CSA and the PSL and Nationals team as well as any other BlueStars competitions they may attend.

Please ensure you send information out to your -whole team that the club may send to you to distribute to your team.

Discuss with your Coach about items and expectations he/she would like presented to the parents before the parent meeting. This includes practice times, fitness program, expectations, tournaments, etc. FC Regina has a 24-Hour Cool Down Policy that must be presented to the parents at the parent meeting.

The team parent meeting can be as simple as meeting before or after the first practice or game or on a separate night. You will need to decide what would work best for your team.

Before the meeting prepare a listing of all the players and their information – you can use the roster provided to you or make your own. Ensure the information is correct if there are any corrections, please notify the FCR Youth Coordinator youth@fcregina.com. The Coach should attend this meeting. You should discuss all the information with him/her beforehand.

It is important that parents and players understand about committing to the BlueStars program, tournaments and PSL.

This is a suitable time to recruit your parent volunteers for the following: Team Treasurer – setting up and managing the team finances, Windup, Team photos, Fundraising, etc. Only the team Manager and team Treasurer Positions will count towards volunteer bonds. The other things are only if you wish to spread out your duties amongst the parents.

24 Hour Cool Down Policy:

Cool Down:

Team Personnel should not discuss a game, a game incident, playing time, a situation that occurred during the game, during a training session or team related activity that provoked an adverse emotional response until at least 24 hours after the fact.

FC Regina Club Members, parents and/or spectators are not to approach Team Personnel to discuss a game, game incident, playing time, a situation that occurred during the game, during a training session or team related activity that has provoked an adverse emotional response until at least 24 hours after the fact.

24 Hour Rule Rationale:

Soccer is an emotional sport. The on-field action that players encounter can spill onto the benches and into the stands and create strong reactions from coaches, players, parents, and spectators. Our Club has adopted the “24 Hour Rule” for this reason. This important rule does two things. First, it moves any emotional and confrontational discussion away from the presence of the players. Second it allows all parties to “cool off,” compose themselves and put the provoking incident or situation that occurred into perspective before meeting to discuss it.

By having everyone respect the “24 Hour Rule”, their concerns are more likely to be fully addressed. More importantly the players’ enjoyment of the game is not marred by an ill-timed confrontation.

If the concerns are not able to be discussed/ addressed by following this process the next process would be to present your concerns to the FCR Youth Program Coordinator (youth@fcregina.com) who will forward it to the appropriate individual(s) at the next level.

3. BlueStars Team Commitments:

Parent/Player Information

BlueStars Programming is not optional!

1. Team events are determined by the coach and technical staff at the beginning of the season.
2. Teams withdrawing from PSL events will be responsible for any costs incurred or fines levied.
3. Teams participating in CSA Club Nationals are responsible for the costs to attend. Any fines a team incurs at Nationals will be the teams’ responsibility and teams will be invoiced for any fines FCR receives from SSA or CSA for the team.
4. The Team is responsible for paying that fine and if not paid the players listed on the roster that was submitted for provincials or Nationals can be listed in bad standing.
5. If an Individual, Coach or Manager is fined for an infraction it will be up to that individual to pay the fine.
6. If listed in bad standing with FCR you will not be eligible to register to play soccer with FCR until the debt is cleared up. You will not be provided with a release stating you are in good standing until the debt is cleared up.
7. It is important not to take these commitments lightly as there are consequences, some are costly should your team need to pull out.

8. If you miss the parent meeting at the start of the season, you must find out from the Manager and/or Coach what was discussed.
9. It is your responsibility to read all team emails in their entirety so that you can stay informed on what is happening with your child's Team.
10. If you don't understand something or feel you missed something, check with your manager and/or Coach.

Remember: Never assume your child is replaceable on short notice. There are often deadlines and restrictions for roster additions and player transfers.

4. Anti-Doping Policy:

Members have a responsibility to:

- a) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods and adhere to the requirements of the Canadian Anti-Doping Program
- b) Respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the SSA or any other sport organization
- c) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has violated an anti-doping rule and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code
- d) Refrain from consuming alcohol, tobacco products, marijuana in excess and illicit drugs while participating in the SSA programs, activities, competitions, or events
- e) Refrain from consuming alcohol, tobacco products, and marijuana where minors are present

FCR will comply with measures or sanctions as outlined within the FIFA Laws of the Game, Canada Soccer Code of Conduct and Ethics, Canada Soccer Rules and Regulations, Canadian Anti-Doping Policy, FIFA Anti-Doping Regulations and any/all Canada Soccer Competition Regulations, and SSA Code of Conduct & Ethics.

The Canadian Centre for Ethics in Sport (CCES) is the custodian of the Canadian Anti-Doping Program (CADP); the set of rules that govern anti-doping in Canada. The CCES recommends that athletes take the following actions to ensure they do not commit an inadvertent antidoping rule violation: Know your rights and responsibilities as an athlete regarding anti-doping. Always comply with a testing request if you are notified for doping control. Check all medications and products before taking them to ensure they do not contain ingredients that are banned. Verify your medical exemption requirements. Do not take supplements, but if you do, take steps to minimize your risk. Sign up to receive CCES media releases and advisory notes.

Additional resources and information:

The CCES Athlete Zone Athlete Zone | Canadian Centre for Ethics in Sport (cces.ca) is a hub of resources and information for athletes and their support personnel. The Global DRO provides athletes and support personnel with information about the prohibited status of specific substances based on the current World Anti-Doping Agency (WADA Prohibited List). Read more about the Canadian Anti-Doping Program. The World Anti-Doping Agency works towards a vision of a world where all athletes compete in a doping-free sporting environment.

CCES E-Learning:

The CCES has developed online education modules that focus on the anti-doping program, including information about banned substances and methods, the sample collection process, and the whereabouts program. E-learning can be completed at www.cces.ca and includes the following modules:

True Sport Clean 101
Role of the Athlete
Support Personnel Course.

For additional resources and more about anti-doping, please contact the CCES Email: info@cces.ca
Call toll-free: 1-800-672-7775 Online: www.cces.ca/athletezone Report doping via the Report Doping
Hotline Call toll-free: 1-800-710-CCES Online: www.cces.ca/reportdoping.

MOJO APP:

This app will be used by FC Regina for communicating with all youth members. Teams will also be able to use this as their team app for communicating with their teams. Teams will no longer be using TeamLinkt or Team snap or any other app other than MOJO.

Home Team Live:

Live streaming of FC Regina hosted events. Multiple athlete families – Pay once, you will need to email Rhandi at execassist@fcregina.com in order to be refunded for players registered above 1. This will be shareable with your family. This App will be available on your Tablet, smartphone, desktop, and smart TV. Requests can be made for a recording of a game for player highlights for college/university recruitment. Only new players and players who did not play indoor will be required to purchase this package.

5. FC Regina Team Funds:

It is required that BlueStars teams have a team treasurer, and you will work with your team Treasurer to set up a team bank account. It is required to have two signing authorities per team, FCR Youth Coordinator – Norma Ursulan will be one of the two signing authorities. This is for your protection as well as the Teams' protection. The team is non-profit, so you may be able to obtain a bank account with minimal or no service fees. If you require a bank letter, please contact the FCR Executive Assistant – Rhandi Langmo (execassist@fcregina.com).

Team fees must be collected at the beginning of each season. The amount will be determined by the technical staff, club, coaches, etc. based on what tournaments and events the team has planned for the season. Team fees for Club Nationals will be determined after you know you qualify; you will be looking at upwards of \$2500-\$3000 or more per player.

The team Treasurer and/or Manager must do a budget so that parents will know what to expect from the season. This would include tournaments, provincials, team pictures, coach gifts, additional practice times, windup, etc. You must provide the spreadsheet to parents.

You must submit your team budget to the FCR office at the beginning of the season or any time adjustments are made. National Team budgets must also be submitted to the FCR office prior to Nationals and upon return from Nationals. Please submit to the FCR Youth Coordinator at youth@fcregina.com

Team Managers/Treasurers should be familiar with the club travel compensation policy for team staff so that tournament/travel expenses are adequately accounted for when setting the team budget.

The Team Treasurer and/or Manager should provide receipts for team fees to parents who may require them.

6. Player Cards

Each BlueStars player will need to have a player card for non-FCR tournaments, PSL, Nationals, and Adult League if the team is playing there. You will need to notify the FCR Youth Coordinator at youth@fcregina.com two weeks prior to the event start date to have the player cards processed. Player photos must be uploaded during registration. If you lose your card or need a replacement card, the cost is \$10. Player cards have an expiry date on them so make sure your players' cards are up to date. Keep these cards in your manager's binder.

7. Practices

The FCR Youth Coordinator will work with the Facilities Coordinator, Technical Director, Technical Coordinators, and the Coaches to select practice times for your team. This will be forwarded to you for you to distribute to your team. During facility/field closures it will be up to individual teams to arrange alternate practices to replace the facility/field practice time they lose. Teams are not guaranteed training time on turf.

8. Games

PSL games will be posted on the SSA site. You will need to check the website to get your schedule and then advise your team of their schedule. Game schedules can change due to rescheduling so check often to make sure you don't miss a rescheduled game. You are responsible for checking the schedule regularly for updates and/or changes. If your team defaults or forfeits a game, they are responsible for paying the fine levied by FCR or SSA.

Game Sheets

PSL teams must print off 3 copies of the game sheet to take to their games.

PSL – you are not allowed to write players or team staff in on a game sheet. Please make sure you know the process for doing game sheets for PSL games.

9. Injuries

If a player is injured during a game or team practice and requires medical attention, please make sure to complete an injury form and submit it to the FCR office. If a player has been advised by Medical Personnel to refrain from participating for any amount of time, they will need to provide a medical note clearing them to return to participation.

10. Tournaments

Once the technical staff & coach have determined which tournaments your team will be entering, and you have advised the parents you will need to send in the registration forms for these tournaments as soon as possible. You will need your player cards for all non-FCR tournaments and may be asked to present them prior to your first game. You will also need to complete the Tournament Participation Form and submit this form to the FCR office or email it to FCR Youth Coordinator – youth@fcregina.com. Tournaments may or may not have a pre-comp meeting. If there is a meeting you will need to attend. If you are unable to attend, you must arrange it with one of the Coaches.

Out of Province/Country Tournaments There is a Travel Permit required for teams going out of province (domestic) or out of country (International). This is available on the SSA website under Forms and then Travel Permits. There is a cost for these permits and the process is different for domestic and international permits. Please make sure you check the SSA website for the process and cost. Cost is also dependent on when you submit your form. Member organization would be FCR for our teams. You can book your hotel rooms and if you are not accepted into the tournament, you can cancel them. PSL games will not be rescheduled for your team to attend a tournament.

11. Club Apparel

All BlueStars players are to have/purchase the required FCR BlueStars Club Apparel.

12. Expectations for competitions out of Town.

Please remind your players, parents, and team staff they are representing FC Regina when out of town with the team. This is both on and off the field, at/away from the facility. A reasonable curfew should be set for players according to the age of the player. SSA curfew for U15 & up at provincial/national competition is 11:00 PM so no curfew should be later than this. Please also remind players/parents/team staff to follow hotel rules. Please refer to the FCR Travel Policy which can be found on the FCR website.

13. Sponsored Players

Some players who register with FC Regina have their registration fees sponsored through Kid Sport, Jump Start, Dream Brokers, etc. For confidentiality reasons, the FCR Youth Program Coordinator cannot disclose these players' names.

Any sponsored player who cannot contribute to their team account can have their manager apply for FCR Team Funding by contacting the FCR Office for a form. It is expected that parents will pay what they can towards team fees.

If the player is eligible to receive FCR team funding, the manager is to document and provide the FCR Office with the information as to how the club team funding was allocated after the season has ended and return any unused portion.

You will receive an outline of what the expectations are for players receiving assistance from the club. There is a maximum amount available for each player so if your team fees are more than the amount available then your team may need to look at fundraising to offset the difference.

A sponsored player is expected to provide a volunteer bond cheque and fulfill their volunteer hours. Failure to meet these commitments might result in the member being declared not in good standing, which would result in their inability to register in future seasons.

14. Team Staff Expenses:

The team will cover the expenses of up to 4 team staff when traveling to events outside Regina. These expenses will be shared evenly among all players on the team, including the players that are the children of the coach(s) and manager.

Charter Bus (Engelheim): teams will book a chartered bus for events outside of the province. If possible, pair up with another team to share the cost of the bus. Parents will not be on the bus it will be players and team staff only. This is for U15 to U19 teams.

U9 to U13 travel will be at the team and technical staff's discretion. Bus travel is recommended for out of province travel for U9 to U13.

When not travelling by bus Mileage will be as follows:

Mileage: \$0.42/km for out-of-town travel only.

If team staff travel together then only the team staff whose vehicle it is will be paid the mileage.

If team staff travel with a family (not their own), then only ½ of the mileage will be paid to the team staff to compensate the family they are travelling with.

If team staff travel with team staff from a different team, then each team would pay their team staff half the mileage and the team staff member whose vehicle it is not would pay the team staff whose vehicle it is.

If you require clarification on this or any other expenses, please contact Norma at youth@fcregina.com

or Rhandi at execassist@fcregina.com.

Accommodation: Hotel rooms will be covered by the team. The coaches/managers' room will be in the same hotel as the rest of the team and be reasonably priced. They will have individual rooms.

Meals: \$75.00 per day. Payment to be made in advance (upon arrival at the hotel).

IE: if you leave Regina at 11:00 AM on Friday, you will do the \$75.00 for Friday lunch, Friday supper and Saturday breakfast. Saturday you will do \$75.00 for Saturday lunch, Saturday supper, and Sunday breakfast. If you are there on Sunday for lunch or are travelling during the lunch hour you would either pro-rate the \$75.00 or reimburse by receipt.

Sample Breakdown/Prorate amount:

Breakfast - \$15.00

Lunch - \$20.00

Supper - \$40.00

Teams attending Nationals:

\$75.00 base amount to be provided upon arrival at the hotel. The per diem will be up to \$150.00, anything over the base amount of \$75.00 will need to be reimbursed after receipts are provided. This is for team staff only.

Call up players should be included in the budgeting if they were asked to attend at the beginning of the season/or planning of the event. If a call up player is attending due to another player withdrawing from their commitment to the event after budget was determined the call up player would not be responsible for that share of the team staff expenses, it would be the player withdrawing after the fact that would be required to cover that share of the team staff expenses.

15. Criminal Record Check (CRC)

All team personnel are to have a CRC completed. CRCs are good for two years with FCR. For CSA Nationals CRCs must have been done within the last 12 months.

CRCs can be completed by:

1. Take the CRC Request letter to the local Police Station – you may need to book an appointment for this.
2. Take the CRC Request letter to the local RCMP detachment if you live outside of Regina.
3. Completing the online CRC request found on the Regina Police Services website [Here](#). You must have the CRC completed for the Vulnerable Sector.

FC Regina will reimburse up to \$10.00 for the completed CRC upon submission of expense form with receipt.

16. Manager Tips

1. Please make sure to draw up a budget at the start of the season. Include all tournaments you have entered, Team staff costs for those tournaments that are out of town, any extra fitness or training your team may be doing as well as coach gifts if you are doing those and wind up if you are doing one.
2. Please use an Excel spreadsheet to do the budget on and make it available to any parent from your team, TD, or TC.
3. All team budgets must be submitted to the FCR office by email to youth@fcregina.com.
4. Responsibility – The team Manager is responsible to both FC Regina and the team. It is important to communicate any issues to the FCR Youth Coordinator and Technical Coordinator that the parents, players, or coaches may have. You will need to pass along any information that is requested of you to pass along from FCR, SSA, or CSA. Please make sure you clean up the emails by deleting any non-pertinent information (ex. All the email addresses that the email was originally sent to).
5. Communication – Get to know all the parents and players. The Manager is the liaison and buffer between the parents and coach. Managers will need to listen to the parents, players, and coaches. Address any concerns as soon as they arise as they will not go away. Access support from the Youth Coordinator if required.
6. Get in the habit of routinely checking the FCR website for any schedule changes and the SSA site for PSL/Provincial changes/information.

17. Code of Conduct

FCR Code of Conduct is posted on the FCR websites. This is also on the registration form and players, parents, and team personnel all agree to abide by the Code of Conduct when they complete the online registration.

18. FC Regina (FCR) Youth Liaison Committee Contacts

FCR YLC Committee Chair	David Kuntz	ylcchair@fcregina.com
FCR Youth Coordinator/Registrar	Norma Ursulan	youth@fcregina.com
FCR Technical Director	Kevin Holness	kholness@fcregina.com
FCR Director of Coaching & Sport Development	Markus Reinkens	mreinkens@fcregina.com
FCR Player Funding Assistance Coordinator	Rhandi Langmo or Norma Ursulan	
FCR Volunteer Coordinator	Rhandi Langmo	adminassist@fcregina.com
FCR Fundraising Coordinator		
FCR Uniform Coordinator	Rhandi Langmo	uniforms@fcregina.com
FCR Youth Rep	Tom Bamford	director2@fcregina.com
FCR Youth Rep	Svetlana Fedosova	director3@fcregina.com
FCR Bingo Coordinator	Rhandi Langmo	bingo@fcregina.com
FCR Tournament Coordinator	Alicia Hewitt	tournaments@fcregina.com
FCR media Coordinator	Gordon West	gwest@fcregina.com

19. FC Regina (FCR) Technical Staff

Technical Director	Kevin Holness	kholness@fcregina.com
Technical Coordinator – U5 Coed	Pam Schaffer	U5@fcregina.com
Technical Coordinator – U7/U9 Girls Program	Shirley Potts	fcrgrassrootsgirls@fcregina.com
Technical Coordinator – U7/U9 Boys Program	Kevin Holness	fcrgrassrootsboys@fcregina.com
Technical Coordinator – U11 Girls Program	Catherine Collins	TCGirls@fcregina.com
Technical Coordinator – U11 Boys Program	Will Torres	U11B@fcregina.com
Technical Coordinator – U13 Girls Program	Catherine Collins	TCGirls@fcregina.com
Technical Coordinator – U13 Boys Program	Marcos Salazar	U13B@fcregina.com
Technical Coordinator – U15 Girls Program	Catherine Collins	TCGirls@fcregina.com
Technical Coordinator – U15 Boys Program	Jared Ursulan	U15B@fcregina.com
Technical Coordinator – U17 Girls Program	Catherine Collins	TCGirls@fcregina.com
Technical Coordinator – U17 Boys Program	Simon Shannon	U17B@fcregina.com

20. Futbol Club Regina (FCR) Office Staff

FCR Executive Director	TJ Singh	tjsingh@fcregina.com
FCR Youth Coordinator	Norma Ursulan	youth@fcregina.com
FCR Executive Assistant/Facility Coordinator	Rhandi Langmo	adminassist@fcregina.com
FCR Equipment Coordinator	Akram Al Moulia	facility@fcregina.com
FCR Adult Coordinator/Scheduler	Sherry Shannon	adult@fcregina.com
FCR Marketing Coordinator	Gordon West	gwest@fcregina.com

For contacting individuals with no email address please send to youth@fcregina.com and the information will be forwarded to that individual.

This Manual is reviewed and updated seasonally.

#FCR Proud

Appendices

1. Tournament Participation Form
2. Medical Consent Form
3. Travel Policy
4. Travel Authorization
5. Manager Tracking Sheet
6. Injury Report Form
7. PSL Rule Book: www.sasksoccer.com (Provincial Soccer League and then Rules and Resources).
8. Code of Conduct to Protect Children in Sport: www.fcregina.com (Key Documents/Policies under About Us).
9. Rule of Two Policy: www.fcregina.com (Key Documents/Policies under About Us).
10. FCR Code of Conduct: www.fcregina.com (Key Documents/Policies under About Us).
11. Concussion Policy: www.fcregina.com (Key Documents/Policies under About Us).
12. Player Safety Policy: www.fcregina.com (Key Documents/Policies under About Us).
13. Turf Use Policy: www.fcregina.com (Key Documents/Policies under About Us).
14. Dressing Room Policy: www.fcregina.com (Key Documents/Policies under About Us).
15. Youth & Adult Discipline Code: www.fcregina.com (Key Documents/Policies under About Us).
16. Refund Request Policy: www.fcregina.com (Key Documents/Policies under About Us).
17. Social Media Policy: www.fcregina.com (Key Documents/Policies under About Us).
18. CSA Lightning/Severe Weather Policy: www.fcregina.com (Key Documents/Policies under About Us).
19. CSA Cast Policy: www.fcregina.com (Key Documents/Policies under About Us).
20. Travel Permits: www.fcregina.com (Key Documents/Policies under About Us).
21. Team Fundraising Policy: www.fcregina.com (Key Documents/Policies under About Us).



MEDICAL CONSENT FORM



Team Name: _____ Gender: _____ Division: _____

Team Contact: _____ Email: _____ Phone: _____

Tournament Applied for	Age/Gender/Division Entering	Dates & Location of Tournament <i>Date mm/dd/yyyy City/Province/Country</i>	Accepted <i>Yes/No please notify office of acceptance</i>

Please submit this completed form to the FCR Office at the beginning of the season or email it to Norma – youth@fcregina.com

Please remember if attending an out of province tournament you will be required to submit a Domestic Travel Permit. Domestic Travel Permits can be found on the SSA (Saskatchewan Soccer Association) website under Forms.

If attending a tournament outside of Canada, you will need to submit an International Travel Permit. International Travel Permits can be found on the SSA website under Forms.

Please check the SSA website for costs and dates permits need to be submitted. www.sasksoccer.com

AGE CATEGORY
 U9 U11 U13 U15 U17
GENDER
 Male Female

FULL NAME <small>(AS IT APPEARS ON PASSPORT/BIRTH CERTIFICATE)</small>	SURNAME	GIVEN NAME	MIDDLE NAME OR INITIAL

CONSENT TO MEDICAL TREATMENT

**It is the policy of FC Regina to notify a parent / guardian when a child is ill or needs medical attention. Occasionally we cannot contact parents and may need to get immediate help for your child. Our procedure is to take the child to the nearest emergency medical service.*

I hereby give consent for my child, _____,

- When ill or injured to be taken to the nearest Emergency Centre by the Team Staff when I cannot be contacted.
- To receive medical treatments deemed medically necessary by the Emergency Centre.
- To receive medical attention and treatment from the certified Medical Staff traveling with the team or in attendance at the official venue.

Parent / Guardian Signature

Date
CONSENT TO ADMINISTER NON-PRESCRIPTION MEDICATION

**It is the policy of FC Regina to notify a parent when a child is ill or needs medical attention. On occasion, a child may not be ill enough to go to an Emergency Centre, however, they may require non-prescription over-the-counter medication such as Advil, Tylenol, Gravol, Pepto-Bismol, Imodium, Claritin, etc. to relieve pain and/or discomfort. If we cannot contact the parents and we need to give the child relief from pain and/or discomfort that is not considered an emergency, our procedure would be to give the child the appropriate non-prescription over-the-counter medicine deemed necessary.*

I hereby give consent for my child to receive non-prescription over-the-counter medicine deemed necessary by FCR Team Staff when I cannot be contacted.

Parent / Guardian Signature

Date



MEDICAL HISTORY FORM



ATHLETE INFORMATION

Athlete Surname: _____ Athlete First Name: _____
 Address: _____ Date of Birth: _____
 _____ GENDER: _____
 _____ Language(s) Spoken: _____
 Phone: _____ SK Health Insurance No.: _____
 Private Insurance (Plan/Company): _____ Medical Insurance No: _____

EMERGENCY CONTACTS

Name: _____ Phone: _____
 Relationship: _____
 Name: _____ Phone: _____
 Relationship: _____
 Family Doctor: _____ Phone: _____

MEDICAL HISTORY (Current illnesses or diagnosed symptoms – recent within one year)

	N	Y	Specify Details		N	Y	Specify Details
HEAD/NECK INJURY				ASTHMA			
CONCUSSION				BRONCHITIS			
BACK PROBLEMS				CHEST PAINS			
EYE PROBLEMS				HEART PROBLEMS			
GLASSES/CONTACTS				MENSTRUAL PROBLEM			
NOSE BLEEDS				BOWEL PROBLEM			
DENTAL PROBLEMS				URINARY INFECTIONS			
DEAFNESS				KIDNEY PROBLEMS			
EAR PROBLEMS				EATING DISORDERS			
SEIZURES				DIABETES			
FAINTING SPELLS				THYROID DISORDER			
BLOOD TRANSFUSIONS				HEPATITIS			
TRAUMATIC INJURY				INFECTIOUS DISEASE			
FRACTURES				MENTAL DISORDER			
OVERUSE INJURY				OPERATIONS			
SPRAINS				MAJOR SURGERY			
ALLERGIES							
FOOD				EPIPEN			
OTHER				EPIPEN			

*LIST ANY OTHER RELEVANT HEALTH CONDITIONS OR PROVIDE ANY FURTHER EXPLANATION OF THE CONDITIONS MARKED "YES":

MEDICATIONS CURRENTLY USED

PRESCRIBED: _____ NON-PRESCRIBED: _____

SIGNATURE OF PARENT/GUARDIAN _____ DATE: _____

Guidelines & Expectations for BlueStars Travel/PSL Teams

As part of FC Regina's high-performance soccer program, BlueStars teams may have the opportunity and be expected to participate in tournaments and other competitive events that require travel outside of Regina. Depending on the age group and nature of the event, players may be accompanied by parents/guardians or be required to travel on their own with the team, under the supervision of designated adult chaperones. Selection for out-of-town team travel is a privilege that allows BlueStars athletes to:

- access and experience higher level competition.
- be exposed to different styles of play and training environments.
- bond as a team and build club camaraderie; and
- showcase FC Regina and the BlueStars Program.

As Club representatives, BlueStars players are expected to hold the reputation of the program in the highest regard and ensure that their conduct always represents the Club in the best way possible. To that end, BlueStars teams and players are required to abide by the following travel guidelines and expectations:

Code of Conduct & Chaperone/Medical Consent Forms

- All players and parents are required to understand, agree to, and abide by the Club's Codes of Conduct.
- All players travelling without a parent/guardian must submit signed travel authorization and medical consent forms prior to departure.

*Team Transportation**

Charter Bus (Engleheim): teams will book a chartered bus for events outside of the province. If possible, pair up with another team to share the cost of the bus. Parents will not be on the bus it will be players and team staff only. This is for U15 to U19 teams.

U9 to U13 travel will be at the team and technical staff's discretion. Bus travel is recommended for out of province travel for U9 to U13.

*Team Accommodations**

- All players are expected to stay in the same hotel. Where multiple BlueStars teams are playing in the same event, teams are encouraged to stay in the same hotel, where possible.
- Team rooms for U15 to U19 – Maximum number of players per team room will be 2 or 1 player per bed.
- Hotel rooms are to be kept neat and organized and all hotel rules are to be followed.
- Footwear and proper attire should be worn in all public areas of the hotel.

*Team Meals & Activities**

- Teams should eat together at team meals when possible and players should follow prescribed nutrition and hydration policies, if any, established by their coach.
- Team personnel will determine all soccer and non-soccer activities during the trip and provide players with a planned itinerary before the event.
- With the coach's permission, players may be allowed to leave with family or attend other pre-arranged activities, but team activities take priority over personal agendas.

Team Behavior

- Coach(es), players and parents are expected to review and agree on general travel behavior requirements and consequences of non-compliance before the event, including curfews, electronics use, pool use, etc.
- Coarse language, disrespectfulness, bullying, insulting or illegal behavior will not be tolerated.
- Smoking/vaping, alcohol and drug use are strictly forbidden.
- At the coach's discretion, parents will be contacted, and players may be sent home at parents' additional expense due to serious violations of team rules.

Player Responsibilities



TRAVEL AUTHORIZATION



- Players are expected to participate in all team events and activities as directed by the coach.

- Players are to be punctual and strictly follow all stipulated curfews and team rules.
- Players are not allowed to go anywhere alone or leave the team/hotel without the coach's permission.
- Any problems or incidents that a player becomes aware of or involved in must be reported to the coach or other team personnel immediately.

FCR Apparel/Dress Code

- Players are to wear FCR attire or comply with other teams' established dress codes for all team travel and events, as directed by team staff.

Travel Costs

- Travel costs, including team personnel expenses shall be shared by all participating players in accordance with FCR policy.

**Depending on the applicable age group and nature of the event, flexibility or exceptions to these guidelines may be granted to accommodate special circumstances. All alternate arrangements must be cleared with the respective team coach(es), technical staff, FCR Executive Director, and FCR Youth Coordinator in advance.*

I / We,			
	<i>full name(s) of parent(s) / person(s) / organization giving consent</i>		
Address:			
	<i>street address, city</i>		
	<i>province/state, country</i>		
Telephone and email:			
	<i>telephone</i>		<i>Email</i>
am / are the parent(s), legal guardian(s) or other authorized person(s) or organization with custody rights, access rights or parental authority over the following child:			
Information about travelling child (Passport Info for International Travel only)			
Name:	<i>child's full name</i>		
Date and place of birth:			
	<i>dd/mm/yyyy</i>	<i>city, province/territory</i>	
Number and date of issue of passport:			
	<i>number</i>	<i>dd/mm/yyyy</i>	
Issuing authority of passport:			
	<i>country where passport was issued</i>		
Birth certificate registration number			
	<i>number</i>		

Issuing authority of birth certificate	
	<i>province / territory where birth certificate was issued</i>
Information about accompanying person	
This child has my / our consent to travel with the FC Regina Soccer Club, accompanied by and under the care of the following team personnel and/or designated chaperones:	
Name(s):	<i>full name of accompanying person(s)</i>
Relationship to child:	<i>Coach, Team Manager, Chaperone, other</i>
Name(s):	<i>full name of accompanying person(s)</i>
Relationship to child:	<i>Coach, Team Manager, Chaperone, other</i>

Contact information during trip	
I / We give our consent for this child to travel to:	
Destination(s):	<i>name of destination(s)</i>
Travel dates:	<i>date of departure to date of return</i>
Event/Competition:	<i>description of event or competition or purpose of trip</i>

Waiver/Release

1. I/We give permission for this child to accompany the FCR Regina Soccer Club to participate in the soccer competition and other planned activities associated with the above noted event.
2. I/We acknowledge that this child may be injured while in the custody and care of FC Regina and agree that neither the Club or named chaperones shall be responsible for any accident, injury or sickness occurring during this time except to the extent that such accident, injury or sickness results from the negligence or intentional misconduct of the Club or chaperones during the time the child is in their custody/care.
3. I/We have been provided with and agree to abide by the Club Travel Guidelines, FCR Code of Conduct, Canada Soccer Code of Conduct and Ethics and the general rules established by the team for this event.
4. I/We consent to any discipline imposed on this child as the Club or chaperone(s) may deem necessary because of the child not adhering to said rules, including being sent home at my/our expense.

Signature(s) of person(s) giving consent

Full name of person giving consent

Full name of person giving consent

Signature of person giving consent

Signature of person giving consent

Date

Date

Questions regarding information in this consent letter should be directed to the person(s) or organization giving consent.

Jersey #	Player Name	Volunteer Cheque #	Reason for not collecting a Volunteer Bond
	Coaches Name		Child(s) Name of Coach - Age/Division/Team Name
	Managers Name		Child(s) Name of Coach - Age/Division/Team Name



Injury Report Form

To be completed by staff within 1 hour of incident/accident and submitted to FCR Office

Incident Date: _____ Incident Time: _____

Injured Person Name: _____

Address: _____

Phone Number: _____

Male/Female: _____ Date of Birth: _____

Details of Incident:

Injury Type: _____

Does Injury require Hospital/Physician? Yes: _____ No: _____

Hospital Name: _____

Address: _____

Hospital Phone Number: _____

Injured person/Party Signature: _____ Date: _____

Important Notes and Instructions:

Prepared By: _____ Date: _____