



Club 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

Seasons: Indoor (October to February/March)
(U5, U7 October to late January)
Outdoor (May to mid-July)
(U5, U7 May to late June)
PSL – May to July (mid-October if teams qualify for CSA (Canadian Soccer Association) Nationals)

Evaluations: Indoor – August/September
Outdoor – Ongoing throughout indoor season

The FC Regina Committee welcomes you and thank you for taking on the role of Team Personnel. 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. All coaching changes/additions need to be approved by the club Technical Director, Director of Coaching and Technical Coordinators before the FCR Youth Coordinator can make the changes/additions to the roster on the website. All Team Personnel must have their Respect in Sport certification, Making Headway, 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 under About Us and then Key Documents and Policies.

2. Parent meeting

The Manager is liaison between the Coach and team and the club and team.

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, expectations, tournaments, provincials (U15 and up), 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 tournaments and provincials.

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.



“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

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. Team Commitments: Parent/Player Information

The following information is for FCR Teams in the FCR league. This is not applicable to BlueStars teams. BlueStars programming is not optional.

1. Team events are determined by the coach and parents at the beginning of the season.
2. If you are unable to attend an event the team is going to commit to, it is your responsibility to inform the Coach/Manager **at the beginning of the season** so they know how many players they have for each event and can budget and plan accordingly
3. If you commit to the event and then pull out at the last minute or after deadline dates you will still be responsible for your share of the cost the Team incurs for that event.
4. If you have committed to provincials and then pull out and the team must withdraw from them after the deadline, the Team will be fined by SSA, and the fine can be \$500.00, \$1000.00 or more depending on the infraction.
5. The Team is responsible for paying that fine and if not paid the players listed on the roster that was submitted for provincials can be listed in bad standing.
6. If an Individual Player, Coach or Manager is fined for an infraction it will be up to that individual to pay the fine.
7. 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 until the debt is cleared up.
8. It is important not to take these commitments lightly as there are consequences, some are

costly should your team need to pull out because you didn't let them know of your availability in a timely manner.

9. If you miss the parent meeting at the beginning of the season it is your responsibility to find out

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

from the Manager and/or Coach what was discussed and decided.

10. 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.
11. If you do not 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.

TeamSnap 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 any other app other than TeamSnap.

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.

4. FC Regina Team Funds:

All FCR teams, U9 and up must 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. 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

FCR
Regina

service fees. If you require a bank letter, please contact the FCR Youth Coordinator (youth@fcregina.com).

Team fees must be collected at the beginning of each season. The amount will be determined by the team parents, coaches, etc. based on what tournaments and events the team has planned for the season.

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.

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.

5. Volunteer Bond

This year we are offering our membership the opportunity to arrange a pre-authorized payment via RAMP for the \$200 volunteer bond. If you are making a full payment the volunteer bond cost of \$200 will be returned to you upon completion of the volunteer hours. Otherwise a \$200 volunteer bond cheque for U9 and up, post-dated to April 30, 2025, will be payable to FCR and will be collected by the team office staff (information to come). You are required to volunteer 1 shift per player to a maximum of 3 players. A large number of volunteers are required in order to deliver our soccer programs. Failure to meet your volunteer commitment by the end of the season will result in the cheque being cashed. Any bond cheques that are cashed and returned will be subject to a \$25.00 NSF charge. If you have no intention of volunteering your time, please choose the buyout option when registering online. The volunteer commitment can be satisfied by:

Team Level - Coach of any age division - covers all children in family - Assistant Coach of any age division - covers all children in family - Manager of any age division - covers all children in family - Treasurer - covers one child - Gender Rep - covers one child

Club Level - Committee Member - covers all children in family - Tournament volunteer worker - covers one child - Evaluations - covers one child - Equipment Distribution - covers one child - Equipment Collection - covers one child

Board Level - Board Member - covers all children in family - Board Committee Member - covers all children in family.

6. Game/Training Kits

Game Kit – New players in U9 and up or players who did not play in the indoor season will need to purchase their game kits at time of registration. Game kits will consist of 2 game jerseys (Home/Away, Blue/Sand), 1 pair of Game shorts (Navy Blue/Grey Stripes), and 1 pair of Game socks (Sand socks). The cost of the game kit is \$125.00. Sand Game socks, \$17.00 are a requirement if you do not already have them. Replacement shorts/socks can be purchased through the Uniform Committee at uniforms@fcregina.com cost is for individual items.

Training Kit – All FCR Players must have the Club Approved Training Kit, and these are to be worn at all FCR training sessions. U9 and up FCR Training Kit consists of 1 T-shirt, 1 pair of shorts, and 1 pair of socks cost is per item. The U5 Active Start players training kit consists of 1 Navy T-shirt, black shorts and either black or white socks depending on the size ordered. The U7 Fundamental players training kit includes 2 T-shirts, 1 pair of shorts, and 1 pair of socks cost is per item.

Both kits and individual replacement items are available for purchase from the FCR Uniform Committee – uniforms@fcregina.com

7. Equipment

Equipment will be distributed to the Coach of each team by the equipment manager. The equipment manager/FCR Office will contact the Coach and the Manager regarding the return of equipment. Any missing equipment is the team's responsibility. The home team must provide the game ball during the outdoor season.

The club does not supply first aid kits. If you wish to purchase a team first aid kit you can. FC Regina Health forms are available on the FC Regina website and can be filled out for each player on your team. You should keep these forms in your manager's binder should you need to refer to them at any time.

8. Player Cards

Each player U9 – U17 will need to have a player card for non-FCR tournaments, PSL, provincials, and Adult League if 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. U7s being called up to U9 for tournaments will need to have a player card so make sure to give them enough notice to have one done. Team Status forms may be done in lieu of player cards.



9. 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.

10. Games

FCR will post the game schedules on the website. 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. Scheduling/rescheduling requests should be made to Norma Ursulanat youth@fcregina.com on the youth rescheduling request form. If your team defaults or forfeits a game, they are responsible for paying the fine levied by FCR or SSA. Scheduling Requests will only be considered if most of your team is missing. If a coach is unable to attend, coaches should work with their Technical Coordinator to arrange for another coach to cover for them as games will not be rescheduled based on coach availability.

Playoff Games – U9 to U17 teams will have league playoffs once regular league games have completed! Teams playing in Adult League will play in Adult Playoffs.

Indoor – early March to mid-March

Outdoor – end of June to mid-July

Game Sheets

Indoor season game sheets are preprinted and available at the AffinityPlex front counter for you to check over and sign.

Outdoor season game sheets are available on the FCR website. The home team is responsible for providing the game sheet to the game official.

You can provide the FCR Youth Coordinator (youth@fcregina.com) with jersey numbers to update the game sheets for you and then you will only need to sign and fill in players if using call up players. You will need to write any approved call up players on the game sheet.

11. 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.

12. Player Movement

Call up Player – Any player called up from a lower division/age group. Please also refer to the Player Movement Protocol in the Appendices.

1. **All player movement and player selection will be at the discretion of the FCR Technical Director and Technical Coordinators.**
2. Call Up Player requests must be submitted to the FCR Youth Coordinator youth@fcregina.com who will submit the request to the Technical Director and Technical Coordinators. You must have permission from the call up players' coach.
3. The Call UP Player will need to be added to the game sheet.
4. Players being called up will need their player card for non-FCR Tournaments. U7 players being called up will need to get a player card from FCR if they are called up to U9 for non-FCR Tournaments.
5. Write the call up player on the game sheet. Please cross off players that are not at the game.
6. The number of players a team can call up will be at the discretion of the FCR Technical Director and Technical Coordinators. **Check tournament and provincial rules for max roster sizes for your division.**
7. PSL players in U13 to U17 (Outdoor Season) are not eligible to be Called Up to Division 2 teams.
8. **All players participating in any sanctioned event MUST be registered and in good standing with their provincial association.**

Player Movement for Tournaments

1. **All player movement will be at the discretion of the FCR Technical Director and Technical Coordinators.**
2. Players registered for the current season should be looked at first before asking someone to purchase a tournament pass.
3. Call Up Player requests must be submitted to the FCR Youth Program Coordinator youth@fcregina.com who will submit the request to the Technical Directors and Technical Coordinators.

13. Tournaments

Once you and the coach have determined which tournaments your team will be entering, and you have confirmed this with the parents you will need to send in the registration forms for these tournaments as soon as possible. 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 –

4. Their team can't be participating in the tournament.
5. You will need their player card for the tournament.
6. Player Movement for tournaments is subject to tournament rules and will be subject to approval by the Tournament Committee.
7. **All players participating in any sanctioned event MUST be registered and in good standing with their provincial association.**

Youth Tournament Pass/Guest Pass

FC Regina offers the following passes:

Tournament pass – covers one tournament and training the week prior to the specified tournament.

**Cost – \$85.00 – U9
- \$100.00 – U11 to U17 (U17 + GST)**

Guest Pass – is intended for individuals who have not played Club Soccer before - covers two weeks of training (no games).

If the individual then decides to register, this amount will be deducted from their registration fee. This pass is only available once per individual.

Cost - \$50.00 (GST added to U17)

Return from injury Pass – covers a player who is returning from an injury and has restrictions on what they can and can't do. As the player's level of participation increases and they can return to full participation, they will need to finish the registration for the season and the amount of the Pass will be deducted from their registration fee.

Cost - \$50.00

Individuals must contact the FC Regina office to purchase one of the above passes 306-352-8040.

“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

youth@fcregina.com . You will need your player cards for all non-FCR tournaments and may be asked to present them prior to your first game. 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 will need to arrange with one of the Coaches to attend.

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. If you have games scheduled on the same weekend as a tournament, contact FCR about rescheduling your games and submit the appropriate request form. Please submit the rescheduling request as soon as you enter but let the office know you are waiting to hear about acceptance.

14. Provincials

Provincials are for U15 – U19 teams. You will be sent information from the FCR Youth Coordinator regarding entry for provincials. You will need to fill out the entry form online and submit your confirmation of entry to the FCR office along with a cheque payable to FCR for the Provincial Entry Fee. Cheques will only be cashed if the team qualifies. Once qualification has been determined, teams qualifying will be notified by SSA and will need to fill out a team roster online. Any Call Up/Guest Players on the roster should be designated with an AP (Affiliate Player). Please check the SSA provincial rulebook on the number of Call Up/Guest Players allowed. Please make sure you read the emails and the rules and know the deadlines

Please make sure your team can commit to provincials before you submit your entry. If you enter and qualify and then have to withdraw your team will be fined by SSA. If your team is fined each player listed on the provincial roster that is submitted will be responsible for paying the fine which can be from \$500 to \$1000 or more. If the fine is not paid each player will be listed as a member in bad standing with FCR. This means players will not be able to register for any soccer activities until the fine is paid.

You can book hotel rooms if provincials are out of town and then cancel them should you not need them.

15. Expectations for competitions out of Town.

Please remind your players and parents 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 found in the appendices of this document.

16. 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 jersey deposit cheque and 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.

“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



17. 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.

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 diem over a 24 hour period will be provided for meals upon arrival at the hotel.

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.

18. Criminal Record

Check (CRC)

All team personnel are to have a CRC completed. CRCs (Criminal Record Check) are good for two years. CRCs can be completed by:

1. Taking the CRC Request letter to the local Police Station.
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.

19. Fundraisers

Bingos: Please be advised that FCR offers our members the opportunity to work bingos to help offset some of the costs associated with Youth soccer. All Club Credits received from bingos worked must be used for FCR related youth programming. If you have any questions or are interested in working, please contact Rhandi Langmo at bingo@fcregina.com

20. 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

“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

- 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.

21. 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.

22. 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	execassist@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 Marketing Coordinator	Gordon West	gwest@fcregina.com

23. FC Regina (FCR) Technical Staff

Technical Director	Kevin Holness	kholness@fcregina.com
Technical Coordinator – U5 Program	Pamela Schaffer	U5@fcregina.com
Technical Coordinator – U7/U9 Girls Program	Shirley Potts	grassrootsgirls@fcregina.com
Technical Coordinator – U7/U9 Boys Program	Kevin Holness	grassrootsboys@fcregina.com
Technical Coordinator – U11-U19 Girls Program	Catherine Collins	tcgirls@fcregina.com
Technical Coordinator – U11 Boys Program	Will Torres	U11boys@fcregina.com
Technical Coordinator – U13 Boys Program	Marcos Salazar	U13boys@fcregina.com
Technical Coordinator – U15 Boys Program	Jared Ursulan	U15boys@fcregina.com
Technical Coordinator – U17 Boys Program	Simon Shannon	U17boys@fcregina.com
Sport Science	Adam Chomos	hp@fcregina.com
Goalkeeping	Mike Raymond	gk@fcregina.com

24. 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 Marketing Coordinator	Gordon West	gwest@fcregina.com
FCR Adult Coordinator/Scheduler		
FCR Equipment Coordinator	Akram Al Moulia	facility@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

#Forever Blue

Appendices

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



Regina FC Player Call-up Outline



TEAM PLAYER CALL-UP OPTIONS

Player Movement Protocol for 2021/22 Indoor Season

Call up Player – Any player called up from a lower division/age group.

1. Call up player requests must be submitted to the FCR Youth Coordinator youth@fcregina.com, copy Technical Coordinators, Technical Director, and at least one Coach from all teams involved.
2. Print the call-up player's name on the game sheet and make sure to cross off players that will not be attending the game.
3. Number of players a team can call up cannot exceed current roster number and will always be at the discretion of the FCR Technical Director and age specific Technical Coordinators.
4. All players that are participating in any sanctioned event (games/tournaments/training) MUST be registered and in good standing with their Member Organization and Provincial Association

* Failure to follow the proper process may result in a forfeit.

Age/Division	Call-up Options Player	Call-up Options Goalkeepers
U9 Girls		
U9 Girls vs. U9 Girls	U7 Girls	U7 Girls
U9 Girls vs. U11 Girls	U9 Girls	U9 Girls, U11 Girls
U9 Boys		
U9 Boys vs. U9 Boys	U7 Boys	U7 Boys
U9 Boys vs. U11 Boys	U9 Boys	U9 Boys, U11 Boys Div1/Div2
U11 Girls		
U11 Girls D2 vs U11 Girls Div2	U9 Girls	U9 Girls
U11 Girls D2 vs U9 Girls	U11 Girls D2	U11 Girls D2
U11 Girls D1 vs U13 Girls D2	U11 Girls D2, U11 Girls Div1	U11 Girls D2, U11 Girls Div1
U11 Boys		
U11 Boys D2 vs. U11 Boys D2	U9 Boys	U9 Boys
U11 Boys D1 vs. U11 Boys D1	U11 Boys Div2, U9 Boys	U11 Boys Div2, U9 Boys
U11 Boys D1 vs. U13 Boys D2	U11 Boys Div1, U11 Boys Div2	U11 Boys Div1, U11 Boys Div2
U13 Girls		
U13 Girls D2 vs U13 Girls D2	U11 Girls Div1, U11 Girls Div2	U11 Girls Div1, U11 Girls Div2
U13 Girls D2 vs U11 Girls D1	U13 Girls Div2, U11 Girls Div2	U13 Girls Div2, U11 Girls Div2
U13 Girls Div1 vs. U15 Girls Div2	U13 Girls Div2, U13 Girls Div1	U13 Girls Div2, U13 Girls Div1
U13 Girls Div1 vs. U15 Girls Div1	U13 Girls Div1, U15 Girls Div2	U13 Girls Div1, U15 Girls Div2
U13 Girls Div1 vs. U13 Girls Div1	U13 Girls Div2, U11 Girls Div1, U11 Girls Div2	U13 Girls Div2, U11 Girls Div1, U11 Girls Div2
U13 Boys		
U13 Boys Div1 vs. U13 Boys Div1	U13 Boys Div1, U13 Boys Div2, U11 Boys Div1	U13 Boys Div1, U13 Boys Div2, U11 Boys Div1
U13 Boys Div2 vs. U13 Boys Div2	U11 Boys Div1, U11 Boys Div2	U11 Boys Div1, U11 Boys Div2
U13 Boys Div2 vs. U15 Girls Div2	U13 Boys Div2	U13 Boys Div2
U13 Boys Div2 vs. U11 Boys Div1	U11 Boys Div1, U11 Boys Div2, U13 Boys Div2	U11 Boys Div1, U11 Boys Div2, U13 Boys Div2

U13 Boys Div1 vs. U15 Boys Div2	U13 Boys Div1, U13 Boys Div2	U13 Boys Div1, U13 Boys Div2
U15 Girls		
U15 Girls Div1 vs U15 Girls Div1	U15 Girls Div2, U13 Girls Div1, U13 Girls Div2	U15 Girls Div2, U13 Girls Div1, U13 Girls Div2
U15 Girls Div1 vs U17 Girls Div1	U15 Girls Div2	U15 Girls Div2
U15 Girls Div1 vs U17 Girls Div2	U15 Girls Div2, U15 Girls Div1	U15 Girls Div2, U15 Girls Div1
U15 Girls Div2 vs. U15 Girls Div2	U13 Girls Div1, U13 Girls Div2	U13 Girls Div1, U13 Girls Div2
U15 Girls Div2 vs. U13 Girls Div1	U13 Girls Div2, U15 Girls Div2	U13 Girls Div2, U15 Girls Div2
U15 Boys		
U15 Boys Div1 vs U15 Boys Div1	U15 Boys Div2, U13 Boys Div1, U13 Boys Div2	U15 Boys Div2, U13 Boys Div1, U13 Boys Div2
U15 Boys Div1 vs U17 Boys Div2	U15 Boys Div2, U15 Boys Div1	U15 Boys Div2, U15 Boys Div1
U15 Boys Div1 vs Men	U15 Boys Div1, U15 Boys Div2	U15 Boys Div1, U15 Boys Div2
U15 Boys Div2 vs. U15 Boys Div2	U13 Boys Div1, U13 Boys Div2	U13 Boys Div1, U13 Boys Div2
U15 Boys Div2 vs. U13 Boys Div1	U15 Boys Div2, U13 Boys Div2	U15 Boys Div2, U13 Boys Div2
U17 Girls		
U17 Girls Div1 vs U17 Girls Div1	U17 Girls Div2, U15 Girls Div1, U15 Girls Div2	U17 Girls Div2, U15 Girls Div1, U15 Girls Div2
U17 Girls Div1 vs U15 Girls Div1	U17 Girls Div2, U15 Girls Div2	U17 Girls Div2, U15 Girls Div2
U17 Girls Div1 vs. U19 Girls	U15 Girls Div1, U17 Girls Div2	U15 Girls Div1, U17 Girls Div2
U17 Girls Div1 vs Women	U15 Girls Div1, U17 Girls Div2	U15 Girls Div1, U17 Girls Div2
U17 Girls Div2 vs. U15 Girls Div1	U15 Girls Div2	U15 Girls Div2
U17 Girls Div2 vs. U17 Girls Div2	U15 Girls Div1, U15 Girls Div2	U15 Girls Div1, U15 Girls Div2
U17 Girls Div2 vs Women	U15 Girls Div1	U15 Girls Div1
U17 Boys		
U17 Boys Div1 vs. U17 Boys Div1	U17 Boys Div2, U15 Boys Div1	U17 Boys Div2, U15 Boys Div1
U17 Boys Div1 vs Men	U17 Boys Div2, U15 Boys Srs Div1	U17 Boys Div2, U15 Boys Srs Div1
U17 Div2 vs. U17 Div2	U15 Boys Div1, U15 Boys Div2	U15 Boys Div1, U15 Boys Div2
U17 Div2 vs. U15 Boys Div1	U15 Boys Div2, U15 Boys Div1, U17 Boys Div2	U15 Boys Div2, U15 Boys Div 1, U17 Boys Div2
U17 Boys Div2 vs Men	U15 Boys Srs Div1	U15 Boys Srs Div1
U19 Girls		
U19 Girls Div1 vs U19 Girls Div1	U19 Girls Div2, U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1	U19 Girls Div2, U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1
U19 Girls Div1 vs Womens	U19 Girls Div2, U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1	U19 Girls Div2, U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1
U19 Girls Div2 vs U19 Girls Div2	U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1	U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1
U19 Girls Div2 vs U15 Girls Div1	U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1	U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1
U19 Girls Div2 vs Womens	U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1	U17 Girls Div1, U17 Girls Div2, U15 Girls Srs Div1
U19 Boys		
U19 Boys Div1 vs U19 Boys Div1	U19 Boys Div2, U17 Boys Div1, U17 Boys Div2, U15 Boys Srs Div1	U19 Boys Div2 , U17 Boys Div1 , U17 Boys Div2, U15 Boys Srs Div1
U19 Boys Div1 vs Mens	U19 Boys Div2, U17 Boys Jrs Div1, U17 Boys Div2, U15 Boys Srs Div1	U19 Boys Div2 , U17 Boys Div1 , U17 Boys Div2, U15 Boys Srs Div1
U19 Boys Div2 vs U19 Boys Div2	U17 Boys Div1, U17 Boys Div2, U15 Boys Srs Div1	U17 Boys Div1 , U17 Boys Div2, U15 Boys Srs Div1
U19 Boys Div2 vs Mens	U17 Boys Div1, U17 Boys Div2, U15 Boys Srs Div1	U17 Boys Div1 , U17 Boys Div2, U15 Boys Srs Div1
U19 Boys Div2 vs U15 Boys Srs Div1	U17 Boys Jrs Div1, U17 Boys Div2, U15 Boys Srs Div1	U17 Boys Div1 , U17 Boys Div2, U15 Boys Srs Div1
GK movement from division to division based on approval from FCR Technical Staff		



Tournament Participation 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</i> <i>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 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



MEDICAL CONSENT FORM

**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				EIPEN			
OTHER				EIPEN			

*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 FCR Teams Travelling

As part of FC Regina's soccer program, League teams may have be participating 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. Team travel is a privilege that allows athletes to:

- bond as a team and build club camaraderie; and
- showcase FC Regina Program.

As Club representatives at these events, players are expected to hold the reputation of FC Regina in the highest regard and ensure that their conduct always represents FCR in the best way possible. To that end, 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*

- Where charter coach/bus or air travel is arranged, all players are expected to travel with the team to and from the event.

Team Accommodations*

- All players are expected to stay in the same hotel. Where multiple FCR teams are playing in the same event, teams are encouraged to stay in the same hotel, where possible.
- 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 in advance of 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 Behaviour

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

Player Responsibilities

- 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 to go anywhere alone or leave the team/hotel without the express permission of the coach.
- 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 team 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) in advance.*



TRAVEL AUTHORIZATION



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>
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 as a result 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.



Youth Rescheduling Request Form

ORIGINAL GAME INFORMATION:

Date: _____ Time: _____ Indoor/Outdoor

Home Team: _____ Visiting Team: _____

Field: _____ League: _____ Division: _____

Requesting Teams Information:

Requesting Team: _____

Requestors Name: _____

Team Contacts Email: _____

Reason for Request: _____

Number of Players that will be missing: _____

Rescheduling is not guaranteed. FCR will assign times and dates based upon field and referee availability. These times and dates are non-negotiable, no exceptions. If the form is submitted less than 2 weeks prior to the date of the game being requested to reschedule there will be a \$50.00 rescheduling fee.

Office Use:

Date Request was received in the FCR office: _____

Received by: _____

Rescheduling Fee applied: Yes/No (if less than 2 weeks' notice it is required)

Request Granted: Yes/No

New Date, Time, and Field for Rescheduled Game: _____



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: _____