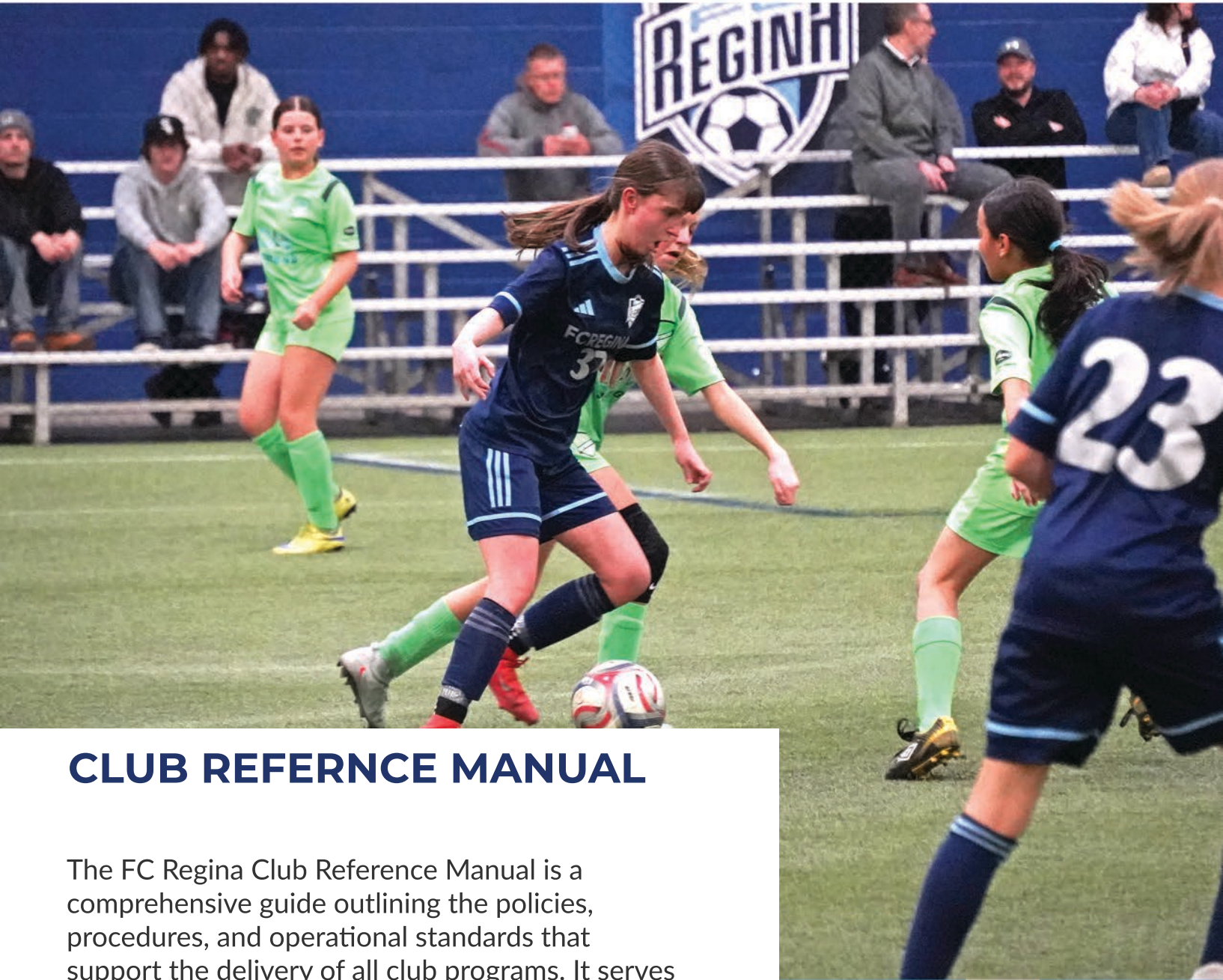





# FC REGINA



## CLUB REFERENCE MANUAL

The FC Regina Club Reference Manual is a comprehensive guide outlining the policies, procedures, and operational standards that support the delivery of all club programs. It serves as a central resource for staff, coaches, managers, and volunteers, providing clear direction on roles, expectations, and best practices to ensure a consistent, safe, and positive environment for all participants.

 306-352-8040

 [www.fcregina.com](http://www.fcregina.com)

 1700 Elphinstone Street, Regina SK

# FC Regina Club Reference Manual

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**Seasons:** Indoor (October to February/March), (U5, U7 October to late January)

Summer (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

FC Regina welcomes you and thanks 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](mailto: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](http://www.fcregina.com)

**SSA** – [www.sasksoccer.com](http://www.sasksoccer.com)

**CSA** – [www.canadasoccer.com](http://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 FCR Technical Staff 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](mailto: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.



### 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 cannot 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](mailto: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 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 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.**



#### 4. FC Regina Team Fees:

All FC Regina teams (U9 and older) are required to appoint a Team Treasurer. The Team Treasurer will work with the Team Manager to open and manage a team bank account. Each team account must have **two signing authorities** for the protection of both the team and team staff. Team staff are not permitted to personally collect or hold team funds. Team meals at restaurants must be paid individually by team members and families, and team staff will not collect money for snacks or beverages.

As teams operate on a non-profit basis, you may be able to secure a bank account with minimal or no service charges. Any applicable **bank account fees** should be included in the team budget. If a bank letter is required to open the account, please contact the FCR Youth Coordinator at [youth@fcregina.com](mailto:youth@fcregina.com).

Team fees must be collected at the beginning of each season. The total amount will be determined collaboratively by the team staff and parents based on the team's seasonal plan and anticipated expenses.

At the start of the season, the Team Treasurer and/or Manager must prepare and distribute a detailed team budget to parents and submit a copy to the FC Regina office.

The budget should clearly outline all projected expenses, which may include:

- Tournament entry fees
- Team staff travel expenses
- Accommodation and mileage
- Competition costs (league or provincial fees not included in registration)
- Referee costs (if applicable)
- Team apparel and additional gear
- Team events and wind-up activities
- Team pictures
- Coach gifts
- Additional practice or field rental costs
- Bank account and service fees

Managers and Treasurers must familiarize themselves with the Club's Travel Compensation Policy to ensure team staff travel expenses are accurately budgeted and shared appropriately among team members.

The Team Treasurer and/or Manager is responsible for maintaining accurate financial records and should provide receipts for team fees upon request to any parent or guardian who requires documentation.



## 5. Volunteer Bond

We offer our membership the opportunity to arrange a pre-authorized payment via RAMP for the volunteer bond, the bond is \$200 for indoor and \$100 for Summer. If you are making a full payment the volunteer bond cost will be returned to you upon completion of the volunteer hours.

Otherwise, a volunteer bond cheque for U9 and up, post-dated to be announced, 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.

Many volunteers are required 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, 1 pair of Game shorts and 1 pair of Game socks.

Additional information on is available on our website for [Game Kits](#).

**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](mailto:uniforms@fcregina.com)

Additional information on is available on our website for [Training Kits](#).

## 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. Technology

### VEO (AI Performance Camera System)

Veo Cam technology provides AI-powered video capture that automatically tracks the flow of soccer matches and training sessions. The system allows teams to record, livestream, and analyze games with minimal setup. Coaches and players can review key moments, create highlights, and support performance evaluation through accessible video analysis tools.

### RAMP Team App (Team Management & Communication)

The RAMP Team App streamlines team operations by centralizing schedules, communication, and roster management in one platform. Integrated directly with the club's RAMP website, it allows coaches, managers, players, and families to stay informed with real-time updates, messaging, and schedule changes, ensuring consistent and efficient communication across all teams.

### RAMP GameSheets App (Digital Game Administration)

The RAMP GameSheets App is a mobile scorekeeping tool that replaces traditional paper game sheets with a digital system. Coaches, managers, and timekeepers can enter rosters, goals, penalties, and game events directly from their mobile devices, even without internet access. This improves accuracy, simplifies reporting, and enhances overall match administration.



## HUDL (Hudl Focus – Automated Video & Livestreaming)

FC Regina utilizes HUDL technology to capture and share high-quality game and training footage. Hudl Focus cameras, permanently installed at the AffinityPlex, are fully automated and follow the action without a cameraperson. The system supports performance analysis, player development, and easy access to video for coaches, athletes, and families.

## 9. Team Status Forms

Team Status Forms are required for tournament participation to verify that all players are properly registered, eligible, and in good standing. Team Managers must complete and submit the form to the club office, which will review and validate all details before returning an approved version for submission to the tournament organizer.



## 10. 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.

## 11. 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 Ursulan at 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.

Jamboree's – U5 to U11 jamboree style competition at the end of their seasons. Dates to be announced at the beginning of the season.



Playoff Games – U13 to U17 teams will have league playoffs once regular league games have completed! Teams playing in Adult League will play in Adult Playoffs. Playoff Date range to be provided at the beginning of the season.

## 12. RAMP GameSheet App

For all league matches, FC Regina utilizes the **RAMP GameSheet App** for digital game reporting. Team staff (Managers/Coaches) are fully responsible for ensuring their **team roster and jersey numbers are accurate and up to date within RAMP prior to each match.**

Please review your roster in advance of game day to confirm all registered players are listed correctly and that jersey numbers are entered properly.

On game day, the home team is responsible for initiating and managing the digital game sheet within the RAMP GameSheet App, including confirming rosters with the match official.



If using approved call-up players, team staff must ensure:

- The player is properly registered and eligible.
- The player is added correctly within the RAMP GameSheet App prior to the match.

Accurate roster management is the responsibility of team staff and helps ensure a smooth match process for players, officials, and league administration.

## 13. Injuries

If a player is injured during a game or team practice and requires medical attention, team staff must complete an injury form and submit it to the FCR facility office. After that form is submitted the player must provide a note from a doctor or physiotherapist to return to play depending on the severity of the injury.



## 14. 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](mailto: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](mailto:youth@fcregina.com) who will submit the request to the Technical Directors and Technical Coordinators.

## 15. Tournaments

Once you and the coach have identified potential tournaments for your team, **all tournament participation must first be approved by FC Regina (FCR) staff before any registrations are submitted or commitments are made to parents.** Once approval has been received, you may proceed with completing the tournament registration and confirming details with families.





Managers are required to complete the Team Status Form and submit it to the FCR office or email it to the FCR Youth Coordinator at [youth@fcregina.com](mailto:youth@fcregina.com) as part of the approval process. Teams participating in non-FCR tournaments must have their player cards available, as they may be required prior to the first game. Some tournaments require a pre-competition meeting; if scheduled, a team representative must attend. If the manager is unable to attend, arrangements must be made for a coach to represent the team.

For out-of-province (domestic) or out-of-country (international) tournaments, a Travel Permit is required. Travel Permit applications are available on the Saskatchewan Soccer Association (SSA) website under Forms → Travel Permits. Please note there is a fee associated with these permits, and the process differs for domestic and international travel. Costs may also vary depending on submission timelines. The Member Organization for all applications is FC Regina.



Hotel accommodations may be tentatively booked; however, teams should ensure FCR approval and tournament acceptance prior to making non-refundable commitments. If league games are scheduled on the same weekend as an approved tournament, contact the FCR office regarding rescheduling and submit the appropriate reschedule request form. Please notify the office as soon as you enter a tournament and advise if you are awaiting acceptance.

## 16. 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 entered qualify and then must 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.

### **17. Expectations for Out-of-Town Competitions**

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.



### **18. Team Staff Expenses**

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

#### **Per Diem (Meals):**

Per diem is calculated based on a 24-hour period. A rate of \$75.00 per 24-hour period will be provided to team staff for meals. Breakfast per diem is mandatory and must be paid to staff regardless of whether breakfast is included with the hotel stay. Per diem payments are to be issued directly to team staff before traveling to a tournament.

#### **Mileage:**

Mileage will be reimbursed at \$0.42/km for out-of-town travel only, payment must be made before team staff depart.

- If team staff travel together, only the team staff member whose vehicle is used will receive mileage.
- If team staff travel with a family (not their own), only half (½) of the mileage will be paid to the team staff member to compensate the family they are traveling with.



- If team staff travel with staff from another team, each team will pay half of the mileage to their respective staff member, and the staff member who is not driving will reimburse the staff member whose vehicle is used.

If clarification is required regarding mileage or any other expenses, please contact at [youth@fcregina.com](mailto:youth@fcregina.com) or at [execassist@fcregina.com](mailto:execassist@fcregina.com).

### **Accommodation:**

Hotel accommodations will be covered by the team. Coaches and managers will stay in the same hotel as the team in reasonably priced accommodations and will be provided with individual rooms. If, due to a long-distance drive, a coach or staff member cannot reasonably arrive home before 11:00 PM following the event, a hotel room must be provided for that evening to ensure safe travel.



### **Call-Up Players:**

Call-up players must be included in the team budget if they were invited to attend at the beginning of the season or during the initial planning of the event. If a call-up player is attending due to another player withdrawing after the budget has already been determined, the call-up player will not be responsible for that portion of team staff expenses. The player who withdraws after the budget has been finalized will remain responsible for covering that share of team staff expenses.




### **19. 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.

## 20. 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 at [bingo@fcregina.com](mailto:bingo@fcregina.com)



## Rider Games:

Volunteering at Rider games is an exciting opportunity to support our club while being part of the game-day atmosphere. Volunteers assist with concession operations, including the preparation and serving of food, non-alcoholic beverages, and alcoholic beverages (for those of legal serving age). Responsibilities may include handling transactions, maintaining a clean and organized service area, restocking supplies, and providing friendly customer service to guests.

All volunteers serving alcohol must be of legal age and are required to have completed the Serve It Right Saskatchewan (SIRS) certification prior to their shift. This ensures responsible service and compliance with provincial regulations. Email executive assistant at [execassist@fcregina.com](mailto:execassist@fcregina.com) to provide your (SIRS).

## 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.



## 1. BlueStars Team Commitments:

### Parent/Player Information BlueStars Programming is not optional!

1. Team events are determined by the coach and technical staff at the
  2. beginning of the season.
  3. Teams withdrawing from PSL events will be responsible for any costs i
  4. ncurrred or fines levied.
  5. Teams participating in CSA Club Nationals are responsible for the costs to
  6. 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.
  7. 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.
- 
8. If an Individual, Coach or Manager is fined for an infraction it will be up
  9. to that individual to pay the fine. 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.
  10. It is important not to take these commitments lightly as there are consequences,
  11. some are costly should your team need to pull out.
  12. If you miss the parent meeting at the start of the season, you must find
  13. out from the Manager and/or Coach what was discussed.
  14. 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
  15. 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.**



## 2. 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](http://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](http://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](mailto:info@cces.ca) Call toll-free: 1-800-672-7775 Online:  
[www.cces.ca/athletezone](http://www.cces.ca/athletezone)

Report doping via the Report Doping Hotline Call toll-free: 1-800-710-CCES  
Online: [www.cces.ca/reportdoping](http://www.cces.ca/reportdoping).



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 – 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 --([execassist@fcregina.com](mailto: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](mailto: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.

### **3. 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](mailto: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.



### **4. Practices**

The FCR Youth Coordinator will work with the Facilities Coordinator, Technical Director, Technical Coordinators, and the Coaches to select practice times for your BlueStars 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.

### **5. 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.



### **PSL 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.

### **6. Club Apparel**

All BlueStars players are to have/purchase the required FCR BlueStars Club Apparel. FCR BlueStars Club Apparel can be viewed on the [BlueStars Program page](#).

## 7. 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.



## 8. Team Staff Expenses for 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.

