



# 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

Updated March 2020

**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 Nationals)

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

The FC Regina Committee would like to welcome 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](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 with those changes as well.

**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 and Technical Coordinators before the FCR Youth Coordinator can make the changes/additions to the roster on the website. All Team Personnel are required to have their Respect in Sport certification, Making Headway, and a current Criminal Record Check completed and on file in the FCR RAMP system.

“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

**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 will need to inform the FCR Youth Coordinator, depending on the date of withdrawal they may be entitled to a pro-rated refund. Please refer to the FCR Youth Refund Policy found on the FCR Website.

## 2. Parent meeting

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

### 24 Hour Cool Down Policy:

#### Cool Down:

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

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



## 24 Hour Rule Rationale:

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

By having everyone respect the "24 Hour Rule", their concerns are more likely to be fully addressed. More importantly the players' enjoyment of the game is not marred by an ill-timed confrontation. If the concerns are not able to be discussed/ addressed by following this process the next process would be to present your concerns to the FCR Youth Program Coordinator ([youth@fcregina.com](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 is required to withdraw from provincials after the deadline date 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 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 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 don't understand something or feel you missed something check with your Manager and/or Coach.

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

## 4. FC Regina Team Funds:

It is required that all FCR 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. 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 Youth Coordinator ([youth@fcregina.com](mailto: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

Each player (U9 – U17) must supply a postdated volunteer cheque (bond) to the Manager payable to FCR. Indoor Season \$200.00 Outdoor Season \$100.00. These cheques will need to be turned over to the FC Regina Volunteer Coordinator for tracking of volunteer time. If the parent/player has not fulfilled their volunteer requirement, their cheque will be cashed. Any bond cheques that are cashed and returned will be subject to a \$25.00 NSF charge. Check with the FCR Youth Coordinator to see who on your team has paid the volunteer buyout online. The FC Regina Volunteer Coordinator will send information about volunteer opportunities to the FCR office who will send the information out through RAMP and team Managers so please ensure you pass the information along to your team. Volunteer Opportunities will be posted on the FCR website. All players are required to provide this bond unless they have done the buyout. If volunteer requirements are fulfilled cheques will be destroyed. U5 and U7 are not required to provide a volunteer bond – you are more than welcome to help with volunteering if you are interested.

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## 6. Uniforms/Jersey Deposits

Players who receive game jersey's need to provide a \$100 post-dated cheque (payable to FCR) to the team Manager. They will receive 1 blue jersey and 1 white jersey to be returned at the end of the season. The Blue Jersey is the Club primary uniform with the White Jersey is to be used as the Alternate. Home team is required to use alternate jerseys or pinnies if there is a conflict of colors with the opposing team.

**Jerseys MUST NOT be distributed if Team Personnel have not received a deposit for them.**

These jersey deposits will be collected with the Volunteer bonds. These cheques will be destroyed if the uniform is returned. If the uniform is not returned, has been damaged (stained, torn) beyond regular wear and tear, the uniform deposit will be cashed. Any deposit cheques that are cashed and returned will be subject to a \$25.00 NSF charge. **All players who receive jerseys are required to provide this deposit.**

**Training Kit** – All FCR Players are required to have the Club Approved Training Kit and these are to be worn at all FCR training sessions. U9 to U17 FCR Training Kit consists of 1 T-shirt, 1 pair of shorts, and 1 pair of socks cost is per item. U5 Active Start & U7 Fundamental players (U5 & U7) training kit includes 2 T-shirts, 1 pair of shorts, and 1 pair of socks cost is per item.

**Game Kit** – All FCR Players U9 to U17 are required to have the Club Approved Game Kit. The FCR Game Kit consists of 1 pair of game shorts and 1 pair of game socks cost is per item.

Both kits and individual replacement items are available for purchase from the FCR Uniform Committee – [fcruniforms@gmail.com](mailto:fcruniforms@gmail.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. 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 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](mailto:youth@fcregina.com) two weeks prior to the event start date to have the player cards processed.

Player photos are required to be uploaded during the registration process. 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 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.

## 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. It is your responsibility to check the schedule on a regular basis for any updates and/or changes. Scheduling/rescheduling requests should be made to FCR Youth Program Coordinator ([youth@fcregina.com](mailto:youth@fcregina.com)) on the youth rescheduling request form. If your team defaults or forfeits a game the team is responsible for paying the fine that is 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. Home team is responsible for providing the game sheet to the game official.

You can provide the FCR Youth Coordinator ([youth@fcregina.com](mailto: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 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](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. Player 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. 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 that are 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 who are 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.

4. Their team can-not 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 likely be subject to approval by the Tournament Committee.
7. **All players that are 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.

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## 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 –

[youth@fcregina.com](mailto: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 you will need to contact FCR about rescheduling your games and submit the appropriate rescheduling 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 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. 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 members 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 which can be found on the FCR website.

## 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 is not able to disclose the names of these players.

Any sponsored player who is not able to contribute to his or her 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.



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## 17. Team Staff Expenses

The team will cover the expenses of up to 2 coaches and 1 manager 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:** \$0.39/km up to 200 KM. If event is farther than 200 KM, then receipts for gas will need to be submitted for reimbursement.

**Accommodations:** Hotel room 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:** A \$50 per diem will be provided for meals.

**Breakfast - \$10.00**

**Lunch - \$15.00**

**Supper - \$25.00**

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 are good for two years. CRCs can be completed by:

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

**Fundraising:** Each season there will be optional fundraisers. Details on any fundraisers will be sent out to members by email and will be posted on the FC Regina website. Please note 50% of funds raised will be kept on account for you to use as Club Credits for FCR related youth programming.

**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 Rochelle Menhart at [rochellemehart@gmail.com](mailto:rochellemehart@gmail.com)

## 20. Manager Tips

1. Please make sure to do a budget at the start of the season. Include all tournaments you have entered, Team staff costs for those tournaments that are out of town, any extra fitness or training your team may be doing as well as coach gifts if you are doing those and wind up if you are doing one.
2. Please use an Excel spreadsheet to do the budget on and make it available to any parent from your team, TD, or TC.
3. All team budgets must be submitted to the FCR office by email to [youth@fcregina.com](mailto: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 won't 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.**

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## 22. FC Regina (FCR) Youth Liaison Committee Contacts

FCR YLC Committee Chair	David Kuntz	<a href="mailto:ylcchair@fcregina.com">ylcchair@fcregina.com</a>
FCR Youth Registrar	Norma Ursulan	<a href="mailto:youth@fcregina.com">youth@fcregina.com</a>
FCR Technical Director	Kevin Holness	<a href="mailto:kholness@fcregina.com">kholness@fcregina.com</a>
FCR Player Funding Assistance Coordinator	Rita Holowenko	<a href="mailto:rita.holowenko@sasktel.net">rita.holowenko@sasktel.net</a>
FCR Volunteer Coordinator		<a href="mailto:youth@fcregina.com">youth@fcregina.com</a>
FCR Fundraising Coordinator	Jose Ochoa	
FCR Uniform Coordinator	Rhandi Langmo/Chad Grymaloski	<a href="mailto:fcruniforms@gmail.com">fcruniforms@gmail.com</a>
FCR Youth Rep	Tom Bamford	
FCR Youth Rep	Shirley Potts	
FCR Bingo Coordinator	Rochelle Menhart/Rhandi Langmo	<a href="mailto:rochellemenhart@gmail.com">rochellemenhart@gmail.com</a>
FCR Tournament Coordinator	David Kuntz	<a href="mailto:fcrtournament@gmail.com">fcrtournament@gmail.com</a>
FCR Communications Coordinator		

## 23. FC Regina (FCR) Technical Staff

Technical Director	Kevin Holness	<a href="mailto:kholness@fcregina.com">kholness@fcregina.com</a>
Technical Coordinator – U5 Program	Pamela Schaffer	
Technical Coordinator – U7/U9 Girls Program	Shirley Potts	
Technical Coordinator – U7/U9 Boys Program	Michael Bauer/	
Technical Coordinator – U11 Girls Program	Catherine Collins	
Technical Coordinator – U11 Boys Program	Will Torres	
Technical Coordinator – U13 Girls Program	Catherine Collins	
Technical Coordinator – U13 Boys Program	Marcos Salazar	
Technical Coordinator – U15 Girls Program	Catherine Collins	
Technical Coordinator – U15 Boys Program	Jared Ursulan	
Technical Coordinator – U17 Girls Program	Catherine Collins	
Technical Coordinator – U17 Boys Program	Simon Shannon	
Sport Science	Adam Chomos	
Goalkeeping	Mike Raymond	

## 24. Futbol Club Regina (FCR) Office Staff

FCR Executive Director	TJ Singh	<a href="mailto:tjsingh@fcregina.com">tjsingh@fcregina.com</a>
FCR Youth Coordinator	Norma Ursulan	<a href="mailto:youth@fcregina.com">youth@fcregina.com</a>
FCR Admin Assistant	Rhandi Langmo	<a href="mailto:adminassist@fcregina.com">adminassist@fcregina.com</a>
FCR Equipment Coordinator	Jared Ursulan	
FCR Adult Coordinator/Facility Coordinator	Sherry Shannon	<a href="mailto:adult@fcregina.com">adult@fcregina.com</a>

For contacting individuals with no email address please send to [youth@fcregina.com](mailto: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 Movement Protocol/Call-Up Options
2. Tournament Participation Form
3. Medical Consent Form
4. Travel Policy
5. Travel Authorization
6. Manager Tracking Sheet
7. Jersey Control Sheet
8. Youth Rescheduling Request Form
9. Injury Report Form
10. Code of Conduct to Protect Children in Sport: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
11. Rule of Two Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
12. FCR Code of Conduct: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
13. Concussion Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
14. Player Safety Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
15. Turf Use Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
16. Dressing Room Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
17. Youth & Adult Discipline Code: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
18. Scheduling/Rescheduling Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
19. Refund Request Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
20. Social Media Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
21. CSA Lightning/Severe Weather Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
22. CSA Cast Policy: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).
23. Travel Permits: [www.fcregina.com](http://www.fcregina.com) (Key Documents/Policies under About Us).



# TEAM PLAYER CALL-UP OPTIONS



## Player Movement Protocol for 2020 Outdoor 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](mailto:youth@fcregina.com) and copy Technical Coordinators and Coaches. You must have permission from the coach of the call up player.
2. Write the call up player on the game sheet. Please cross off players that are not at the game.
3. Number of players a team can call up will be at the discretion of the FCR Technical Director and 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
5. Failure to follow the proper process may result in a forfeit.

Age/Division	Call-up Options Player	Call-up Options Goalkeepers
<b>U9 Girls</b>		
U9 Girls vs. U9 Girls	U7 Girls	U7 Girls
U9 Girls vs. U9 Boys /U11 Girls	U9 Girls	U9 Girls, U11 Girls
<b>U9 Boys</b>		
U9 Boys vs. U9 Boys	U7 Boys	U7 Boys
U9 Boys vs. U11 Boys	U9 Boys	U9 Boys, U11 Boys Div1/Div2
<b>U11 Girls</b>		
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
<b>U11 Boys</b>		
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
<b>U13 Girls</b>		
U13 Girls D2 vs U13 Girls D2	U11 Girls Div1, U11 Girls Div2, U	U11 Girls Div1, U11 Girls Div2
U13 Girls D2 vs U11 Girls D1	U13 Girls Div2, U11 Girls Div2, U11 Girls Div1	U13 Girls Div2, U11 Girls Div2
U13 Girls D2 vs U11 Boys	U13 Girls Div2, U11 Girls Div2, U11 Girls Div1	U13 Girls Div2, U11 Girls Div2, U11 Girls Div1
U13 Girls Div1 vs. U13 Boys	U13 Girls Div2, U13 Girls Div1, U15 Girls Div2	U13 Girls Div2, U13 Girls Div1, U15 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. U17 Girls Div2	U13 Girls Div1, U15 Girls Div2, U15 Girls Div1	U13 Girls Div1, U15 Girls Div2, U15 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
<b>U13 Boys</b>		
U13 Boys Div1 vs. U13 Boys Div1	U13 Boys Div2, U11 Boys Div1, U11 Boys Div2	U13 Boys Div2, U11 Boys Div1, U11 Boys Div2
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
<b>U15 Girls</b>		
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, U17 girls Div2	U15 Girls Div2, U17 girls Div2
U15 Girls Div1 vs U17 Girls Div2	U13 Girls Div1, U15 Girls Div2, U15 Girls Div1	U13 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 Div1	U13 Girls Div2, U15 Girls Div2, U13 Girls Div1
<b>U15 Boys</b>		
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 U17 Boys Dev	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
<b>U17 Girls</b>		
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, U17 Girls Div1	U15 Girls Div1, U17 Girls Div2, U17 Girls Div1
U17 Girls Div2 vs. U15 Girls Div1	U15 Girls Div2, U13 Girls Div1	U15 Girls Div2, U13 Girls Div1
U17 Girls Div2 vs. U17 Girls Div2	U15 Girls Div1, U15 Girls Div2	U15 Girls Div1, U15 Girls Div2
U17 Girls vs U19 Girls/Womens League	U15 Girls Div1, U17 Girls Div2, U17 Girls Div1	U15 Girls Div1, U17 Girls Div2, U17 Girls Div1
<b>U17 Boys</b>		
U17 Boys Div1 vs. U17 Boys Div1	U17 Boys Dev, U17 Boys Div2, U15 Boys Div1	U17 Boys Dev, U17 Boys Div2, U15 Boys Div1
U17 Dev vs. U15 Boys Div1	U15 Boys Div2, U17 Boys Div2	U15 Boys Div2, U17 Boys Div2
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, U17 Boys Div2	U15 Boys Div2, U17 Boys Div2
U17 Boys vs U19 Boys/Mens League	U15 Boys Div1, U17 Boys Div2, U17 Boys Div1	U15 Boys Div1, U17 Boys Div2, U17 Boys Div1
<b>GK movement from division to division based on approval from FCR Technical Staff</b>		



# 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 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](mailto: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](http://www.sasksoccer.com)



# MEDICAL CONSENT FORM

**AGE CATEGORY**U9  U11  U13  U15  U17 **GENDER**Male  Female 

<b>FULL NAME</b> <small>(AS IT APPEARS ON PASSPORT/BIRTH CERTIFICATE)</small>	<b>SURNAME</b>	<b>GIVEN NAME</b>	<b>MIDDLE NAME OR INITIAL</b>
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## 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, Graval, 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			
<b>ALLERGIES</b>							
FOOD				EPIPEN			
OTHER				EPIPEN			

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

\_\_\_\_\_

\_\_\_\_\_

## MEDICATIONS CURRENTLY USED

PRESCRIBED: \_\_\_\_\_ NON-PRESCRIBED: \_\_\_\_\_



# YOUTH TEAMS TRAVEL POLICY



## 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:		
<b>Information about travelling child (Passport Info for International Travel only)</b>		
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>	
<b>Information about accompanying person</b>		
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
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
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.**



# Manager Tracking Sheet – Bonds/Deposits



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

Please make sure the cheques you have collected are payable to FC Regina and post-dated for August 1st, current year for outdoor, March 1, current year for indoor.



# FC Regina

## Jersey Control Sheet

TEAM NAME: \_\_\_\_\_

BOYS/GIRLS UNDER \_\_\_\_\_ DIV \_\_\_\_\_ BIN # \_\_\_\_\_

Blue Jersey #	Size	White Jersey #	Size	Player's Name	Uniform Deposit Cheque #

Total Blue \_\_\_\_\_ Total White \_\_\_\_\_

Year	Season: <b>Indoor</b> or <b>Outdoor (Circle One)</b>
Coach's Name:	Manager's Name:
Signed out by:	Date:

NOTES/UNIFORM REPORT:

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# 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: \_\_\_\_\_

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Important Notes and Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_