

Registration Books – Player and Team Officials – Preparation and Procedures

There are now two Registration Books. The original (pink) will now only be used for players. The second book (blue) is for team officials. The books are used to identify participants as required by OSA.

Book Preparation

Books are to be prepared as per the following instructions – improperly prepared books will not be accepted in the District Office and will be returned for rectification.

OSA Registrant Book

In accordance with the definition of “Valid” Photograph” contained in the OSA’s section 1 Policy 1, a valid photograph shall mean a photo of the person being registered and must be an accurate impression of the person being represented as per the following requirements.

1. The photograph shall be a head and shoulders photo.
2. The photograph must measure 45 mm (1.8 inches) long X 35 mm (1.4 inches) wide.
3. The photograph must be a close-up of the head and shoulders with the length of the face in the photo (from the chin to the head) being between 31 mm (1.2 inches) and 36 mm (1.4 inches) so that the face covers approximately 80% of the photo.
4. The photograph must have been taken in the past six months.
5. The eyes must be open and clearly visible.
6. Eye glasses may be worn as long as the eyes are clearly visible.
7. Sunglasses are unacceptable.
8. The photo must show a full front view of the face with both edges of the face showing clearly.
9. The face and shoulders must be centered in the photo and squared to the camera.
10. Hats, head covers, or scarves are not permitted except when worn for religious reasons and only if the full facial features are clear.
11. The photo cannot have a halo effect or sunspots.
12. The player/coach must be the only person in the photo.
13. Photocopies are not acceptable. Cannot be printed on copy paper, must be photo paper.

The photo must be glued into the book. Taping or stapling the picture, or using a paper clip to affix the photo to the book is not acceptable.

Replacement Photographs

Photographs are to be replaced and the book resigned every three years for youth players and every five years for adults.

This will be done by the registration year. For example, the 2011 registration year consists of the 2010/2011 indoor season followed by the 2011 outdoor season.

To make it easier to determine when a new photograph is required, the replacement year to be entered near to the next available renewal space opposite. For example – Youth Players – if a new book is issued in the 2011 registration year; a replacement photograph will be required in the 2014 registration year. Similarly for adults - but the interval is five years so the year 2016 should be entered. **Do not replace photographs before the required date. Do not remove photographs to make room for a new picture.**

Membership Number

The registrant's membership number is to be entered above or near to the photograph, NOT the back of the book.

Member's Name and Date of Birth

The name of the registrant and date of birth are to be clearly printed in the spaces provided. When preparing a new book for youth players, proof of birth should be made available to the district upon request only. The name in the book must be the same as on the proof of birth and on the OSA database (to avoid multiple registrant numbers). Note: OSA rules **prohibit** a proof of birth document to be permanently attached to the player book. Proof of birth, when required, should be attached to the book or form using a paper clip and *be returned to the owner immediately* after validation.

Signature

The registrant **must** sign at the bottom of the page or near to a new photograph when required. *A parent, team or club official's signature is not acceptable.* Failure to have signatures, where required, will result in delay of validation of the book and the book will be returned not validated.

Validation Page

The first vacant validation page is to be used to enter team details, etc. Do not skip pages as this can be missed at validation time.

The team name and age divisions are to be entered as indicated on the next line. Enter the club name and number together with the team number (eg. 25-99-9) **even if there is no space for it.** (One shipment of books was received with no space for the team number). Please ensure, this information is exactly as reflected in the OSA database. Then enter the **league and division** where the team is playing. Where a player is playing for a team entered in two leagues, a validation page is to be completed for each league.

Coaching Certification Qualification Page

Coaches and Assistant Coaches are to enter the dates that the certification courses were completed on the page provided (at the front of the book after the photograph page). If a coach/assistance coach has taken a coaching course that is not listed on the page, please have the coach write the course name and date it was taken in the blank space.

OSA Validation Stickers

Validation stickers are now available for:

- Mini soccer players
- Youth competitive and recreational players
- Senior competitive and recreational players
- Team coaches and assistant coaches
- Team officials

Stickers for the appropriate category and season to be placed in the box on the validation page, by the district.

One Player One Book – Player's Property

A player is only permitted to have one book. This book is the property of the player and must be returned to the player on demand if a team or club official holds the book. Coaches and managers who play must have a team official book in addition to the player book.

Player with Book Changing Club

As the book is the property of the player, it is the responsibility of the player to retrieve the registration book if held by a team or club official.

Replacement Books

If all validation pages are used or the book is damaged, a new book with a new photograph is to be prepared and sent to the district together with the old book that will be cancelled and returned to the registrant.

Lost Books

If a book is lost during the season, a new book is to be prepared and sent to the Office along with a letter stating that the book is lost.

Effective Date of Registration

The effective date of registration (the date on which the player is eligible to commence playing is): The day after the day the data was entered into the Registration System.

Though a player is covered by insurance once registered with a club, the individual is only deemed to be registered to a team once assigned to the team in the registration system and once the registration book is validated. The individual could be subject to discipline if not assigned to a team.

Note: *All players must be registered in the OSA database before they play.* Players participating in league, tournament or exhibition games, etc., out of the jurisdiction of their club/league, must have a validated Player Registration Book.

Sometimes team officials who may be having problems completing Player Registration Books in time for a game(s) contact an official of the competition asking “Is it alright for our team to play without validated registration books?” We have heard of instances where teams have been informed that it is all right and have participated in some games. ***This is illegal. Players must have validated books.*** Competition officials have no right to change OSA rules to make it convenient to operate their league or tournament. Teams that play in games without validated books may be disciplined.

Note 2: The fee for the district to review/approve a player or team management book is \$1.00*. If the district reviews the book and finds that there is missing information and the book needs to be sent back to the club, a fee of \$1.00* will be applied as the district reviewed the book. Once the book is validate an additional fee of \$1.00* will be billed.

If the district is required to make a changes in the book or add any information a fee of \$5.00/per book (with changes needed) will be billed to the club.

***Rush requests, those not allowing the 14 day lead time, shall be billed at 4 times the standard rate.**