



TEAM MANAGEMENT HANDBOOK



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1. BECOMING A TEAM MANAGER

1. DISCUSS THE ROLE WITH THE COACH

- **Clarify the Purpose:** This initial discussion ensures that both the coach and the manager are aligned on expectations and can work together effectively in the best interest of the team.
- **Discuss the responsibilities** of the Team Manager role to establish collaboration in the operation of the team.
- **Consider listing specific topics** during the meeting. E.g. Communication protocols (Team Snap, Emails, Text Messages, WhatsApp), Parental Concerns, Travel logistics, Tournament registrations, Equipment sizing, orders and follow up.
- **One manager per roster** – Each team is permitted to have only one official Team Manager listed on the PHSA official team roster. Additional team volunteers are welcome and encouraged to assist with activities such as fundraising, social media, events, and other team-related tasks, but they will not appear on the official roster.
- **Delegation is Key**
One of the most important things a Team Manager can do is delegate responsibilities. Managing a team alone can be overwhelming, but involving other parents not only eases the workload--it also strengthens communication and fosters a greater sense of community. A supportive and engaged parent group helps build a stronger, more unified team.
- **Parent Volunteer Roles**
Parent involvement plays a key role in the success of a team. Below are examples of volunteer positions that can support the Team Manager and enhance the overall team experience:
 - Team Treasurer – Manages team finances and budgeting
 - Uniform Coordinator – Oversees jersey distribution and care
 - Communications Lead – Helps share updates with families; may assist with a contact list or team app
 - Tournament Committee/Tournament Finder – Researches and recommends tournaments



- Fundraising Coordinator(s) – Plans and manages fundraising efforts
- Social & Events Committee – Organizes team-building activities, celebrations, and phot day

2. COACH SUBMISSION

The coach will email the office with the manager’s name and contact information.

3. APPLICATION PROCESS

- The office will contact the new manager and provide the necessary application forms, which include: (Expenses are the responsibility of the manager. The team account can be used to reimburse the cost)
 - PHSA Official Form
 - Vulnerable Sector Police Check
 - Headshot submission
 - RIS (Respect in Sports) is required by the district to be a Team Manager on the roster. (\$30 but any hockey or other sports than was required to do this is acceptable, as long as it is not expired)
 - [Respect in Sport for Activity Leaders - Getting Started](#)
 - Making Headway is also required - this course is free. [NCCP Making Head Way in Soccer](#)
 - Making Headway is also required - this course is free. [NCCP Making Head Way in Soccer](#)
 - Rule of Two
 - **Please note:** These courses are required **only for the manager listed on the official team roster**. Supporting volunteers do not need to complete them.

4. COMPLETE AND SUBMIT FORMS

- The manager must complete all forms and return via email to the office.

5. TEAMSAP ACCESS

- Once the forms are submitted, the office will add the manager to TeamSnap and provide access.

6. TEAM OFFICIAL ROSTER UPDATE

- The office will add the manager to the Team Official Rosters.



2. PRIMARY COMMUNICATION LIASION

- 1.** The Manager is the main point of communication between the club and team (parents).
- 2.** The Club Office staff are here to support you through all administrative processes.
- 3.** All communication with the office and the team should be coordinated through the team manager and coach.
- 4.** Any information required from the Peel Halton Soccer Association regarding anything can only be done so through the Club Office. PHSA will not respond to any team manager at anytime during the year.
- 5.** Technical Information will be distributed directly to the coach from the Technical Staff and is not the responsibility of the manager. Copies of field schedules, training schedules, will be distributed to both.
- 6.** Ensure all relevant parties are included in every correspondence to maintain transparency.



3. TRAINING AND GAME COORDINATION

- Our Technical Staff will communicate directly with the Coach to co-ordinate field schedule for training and games. The schedule does not become available until all staff have been communicated with.
 - Coaches are assigned their teams in August annually.
 - Coaches are tasked for their ability of training sessions (deadline to meet).
 - Coaches are then notified of each draft to approve by a deadline.
 - Schedule is approved and released to all.
- Once the Team Coach has the final team schedule, they will share it with the manager.
- The manager can then upload the complete schedule to TeamSnap
- If manager does not have TeamSnap access to edit, please contact the office



4. PLAYER HEADSHOTS

- This is a requirement for all players and staff.
 - Rosters can not be submitted or approved by PHSA without them.
- Managers must ensure all players on their team rosters have headshots with the following guidelines:
 - Players must wear their team uniform.
 - The background must be clear and unobstructed.
 - The player should face the camera directly.
 - No head coverings or accessories are permitted (except for religious or medical reasons).



5. TEAM FINANCES AND BUDGETING

While the **Team Manager** oversees all team operations, it is strongly recommended to appoint a dedicated **Team Treasurer** to manage the team's finances. The Treasurer is responsible for collecting, banking, tracking, and distributing all team funds. Having a qualified individual in this role is important to ensure proper budgeting and the delivery of accurate, timely financial reports.

BUDGETING

Budget discussions should take place with parents at the **start of the season** to ensure team expectations are realistic and clearly understood. The team should:

- Identify **non-negotiable expenses**
- Decide on any **additional activities** (e.g., extra tournaments or events)
- Determine how **funds will be raised and distributed**

Budget templates or spreadsheets can be useful for tracking and should be shared where appropriate.

COMMON TEAM EXPENSES

When creating a budget, it's helpful to include a small financial buffer for unexpected costs. Typical expenses for a soccer team may include:

- **Festivals and tournaments:** registration, travel, accommodations, coaching expenses.
- **Other:** team building events, apparel for the team, field rentals.
- **Team Fines** - see section 12

TEAM INCOME

In most cases, teams are expected to raise their own funds. This may include:

- **Fundraising initiatives** (based on team need and parent involvement)

Clear communication and transparency with families will help ensure a smooth financial process throughout the season.

TEAM BANK ACCOUNT MANAGEMENT:

At the beginning of the soccer season, each team should open a team bank account with Scotiabank financial institution. These banks offer special accounts for teams, organizations, or non-profits, often with low or no service fees--these are worth exploring to help minimize costs.

ACCOUNT MANAGEMENT AND FINANCIAL OVERSIGHT

It is essential to implement proper **cheques and balances** to ensure team funds are managed in accordance with the approved team budget and are not misused. These safeguards promote transparency and accountability.



Recommended practices include:

- **Dual Signatures Required:**

The account should require **two authorized signers**, typically the **Team Treasurer** and **one parent**. These individuals should not have a close personal relationship outside of the team. This ensures that no single person handles a transaction from start to finish.

- Provide the office with the names of two authorized signees for the team bank account.
- The office will issue an official letter to the manager for account setup.
- All team bank accounts will now be opened with Scotiabank.

- **Monthly Statements Shared:**

The **Team Manager and parents** should receive a **copy of the monthly bank statement**. Parents have the right to request clarification on any transaction, as these are team-managed funds.

- **Parent Approval for Unplanned Expenses:**

Any **unforeseen or unbudgeted payments** should be discussed with the team parents before processing.

- **Receipts and Record-Keeping:**

Receipts (or scanned copies) must be kept for **all financial transactions**. These should be **numbered** for easy reference and include the following details:

- Date of transaction
- Description of goods/services or purpose of payment
- Name of the company or individual receiving payment
- Name of the person issuing the payment
- Amount paid
- Payment method (e.g., cheque, e-transfer, cash)

- **Cheque Documentation:**

When writing a cheque, always complete the **memo/description line**, and include an **invoice number** if available. If possible, choose a bank account that provides **returned cheque images** in monthly statements, which can serve as proof and documentation for financial reviews.

- **All team funds:**

- Sponsorships proceeds, must first be submitted to the Club Office.
- The Club's accounting team will then transfer the appropriate funds to the team's bank account.



- The Club's accounting team will then transfer the appropriate funds to the team's bank account.
1. A copy of the bank statement must be submitted to the office at the end of each season (indoor and outdoor)
 2. The team bank account must be closed at the conclusion of the season (annually Sept 30).
 3. Any remaining funds must be distributed equally among the players.



6. TRAVEL PERMITS

First create an account for CTMS (Competition and Travel Management System):

To access CTMS visit this link <http://ctms.ontariosoccer.net>

On the page, click on the link “click here to continue to CTMS” You will be directed to the CTMS website

- To set up an account or to login with your existing account, click on Login/Register link at the top right corner of the page
- Once you click the link, a new interface will appear on the screen
- If you already have an account, enter your email and password and click Login
- If you do not have an account, you can click “I want to register”
- If you forgot your password, you could reset your password by clicking on “I forgot my password”

Let the office know once you have submitted your login request as the office needs to approve.

AHEG (APPLICATION TO HOST EXHIBITION GAME)

- ALL teams must submit an AHEG to host an exhibition game, regardless of where the away team is from.
- Players must be registered with Ontario Soccer for the current season and have a validated Roster to be available for presentation at Exhibition Games.
- All exhibition games must have the presence of a certified Ontario Soccer Referee and a game sheet for both teams.
- Game sheets must be emailed to trish@peelhaltonsoccer.com at the conclusion of the games.
- Please follow the timelines/guidelines below:

Within Ontario – within 7 days

Inter-provincial – within 15 days

- Copy of visiting team’s approval (from their Provincial Association) to travel
- Payment to Ontario Soccer for \$25

USA – within 30 days

- Copy of visiting team’s approval (from their State Association) to travel
- Payment to Ontario Soccer for \$125



Outside Canada and USA – within 30 days

- Confirm with the PHSA/Ontario Soccer on current required documentation
- Payment to Ontario Soccer for \$125

ATF (APPLICATION TO TRAVEL FORM)

- All teams must obtain an ATF to participate in any soccer games outside of the Peel Halton district.
- Grassroots teams:
 - Please enter the team's name accurately, enter exactly what the team name is like in OSCAR (include Target/Dev/Colour), do NOT just enter the player pool team name.
 - You MUST enter a separate ATF for EACH team travelling.
- Upload all applicable rosters (Player Pool + Team Officials/Team Roster + Call Up Rosters)
- U8-U11 teams are permitted to participate in 2 memorable events per season (i.e., 2 festivals held outside of the Peel Halton Region).
- U12-U13 teams are permitted to participate in 3 memorable events per season (i.e., 3 festivals held outside of the Peel Halton Region).
- Please follow the timelines/guidelines below:

Within Ontario – within 7 days

- Validated OSCAR roster

Inter-provincial – within 15 days

- Validated OSCAR roster
- Approval to host/sanctioning letter
- Competition Rules
- Copy of the team's sport-travel specific insurance

USA – within 15 days

- Validated OSCAR roster
- Approval to host/sanctioning letter
- Competition rules
- Copy of the team's sport-travel specific insurance

Outside Canada and USA – within 45 days

- Validated OSCAR roster



- A copy of the sanctioning document for the approved competition from the national organization governing soccer within the country you intend to travel to (an official stamp or email signature from the national organization is appropriate)
- Competition rules
- Copy of the team's sport-travel specific insurance
- Canada Soccer Travel Application Form
- Payment for Ontario Soccer of \$150

TRAVEL INSURANCE

TUGO is the ONLY team travel insurance that Ontario Soccer can accept to fully cover your players with their OS registration. You are allowed to get outside team travel insurance; however, the team will not be covered by their OS insurance with their membership if they decide to do so.

Please ensure that you add your team officials that are travelling with the team as well to the insurance, this is mandatory.

List all players/officials who are NOT travelling in the notes section (or upload a separate list) to be able to easily validate the roster against the insurance document.

| TYPE | DESCRIPTION | SUBMISSION DEADLINE | FINE |
|------|-------------------------------|---------------------|-----------|
| ATF | within Ontario | 7 days | \$ 500.00 |
| ATF | inter-provincial | 15 days | \$ 500.00 |
| ATF | to the USA | 15 days | \$ 500.00 |
| ATF | outside of Canada and the USA | 45 days | \$ 500.00 |

| | | | |
|------|----------------------------------|---------|-----------|
| AHEG | between 2 Ontario teams | 7 days | \$ 200.00 |
| AHEG | team from another province | 15 days | \$ 200.00 |
| AHEG | team from USA | 30 days | \$ 200.00 |
| AHEG | team from outside of Canada & US | 30 days | \$ 200.00 |



7. FESTIVAL, TOURNAMENTS AND SHOWCASE FEES AND PAYMENTS

(TO BE COVERED THROUGH TEAM ACCOUNT)

The team account is to cover expenses for all festivals, tournaments and showcases. Contractors (Head Coach Only) can claim a maximum of \$100 per day per diem allowance for meals when staying overnight at a team hotel.

- a) If they are not staying at a team hotel, they cannot claim any per diem allowance.
- b) Coaches cannot claim per diem for one-day festivals.
- c) Coaches can only claim a coaching fee up to a maximum of
 - a. \$25 per hour of game time
 - b. 0.5 hours of pre-game preparation.
- d) The time between games and after games cannot be claimed.

1. CLAIMING EXPENSES

A) Expenses Coverage Responsibility

- All expenses related to the Contractor's activities will be covered by the assigned team(s) when travelling.
- All expenses will be properly documented digitally and submitted within 7 days of return.
- A Contractor without a child on the team will receive compensation for any festival, tournament, or showcase in the province, domestic or outside of Canada (USA ONLY).

B) Mileage Reimbursement

- The Contractor will be reimbursed for mileage at the specified rate for official coaching-related travel.
- The Contractor **with a child** on the team or travelling to the same event cannot claim any mileage.
 - You would be attending the event anyway
- The Contractor **with a child** on the team can only claim the lesser of the following:



- Total Gas receipts – including fill-up on return.
- Mileage reimbursement rate of \$0.70/km for the first 5,000 km and \$0.64/km thereafter
- The Contractor when travelling will take into consideration any tolls on route to and from the location (google it ahead of time)

C) Group Travel and Car Rental

- When multiple Contractors (Coaches) are travelling together, they should utilize a shared vehicle.
- The owner of the car can only claim the Mileage reimbursement rate of \$0.70/km for the first 5,000 km and \$0.64/km thereafter.

D) Per Diem

- The Contractor will not be provided with a per diem allowance for a single-day festival competition
- The Contractor will be provided with a per diem allowance of \$100 per day to cover meals when staying overnight at the team hotel only, with no alcohol and incidental expenses during Coaching-related trips.
- Per diem rate of \$100 per full day of competition if staying overnight with the team
 - Full Day (Breakfast \$25, Lunch \$25 Dinner \$50)

E) Hotel Accomodation

- The Contractor is required to stay in the same hotel as the team for ease of coordination and logistical purposes. Staying anywhere else negates any coverage for accommodation.
- The Contractor (Head Coach) with no child on the team, will have the hotel room expense (least expensive) to be covered by the team.
- The Contractor (Head Coach) with a child on the team will have 50% of the hotel room expense (least expensive to be covered by the team).

F) Hotel Accomodation

- The Contractor must submit expense claims promptly within seven (7) days of returning and include all relevant receipts and documentation for each expense incurred during Coaching-related activities.



- Receipts should be photocopied and clearly outline the date, amount, and purpose of each expense.
 - An expense form can be picked up from the Club.

G) Hotel Accomodation

- Personal expenses, alcohol and tobacco and non-coaching-related purchases, and expenses exceeding the specified rate are not eligible for reimbursement.

H) Exceptions and Pre-Approval

- Any exceptions to these expense rules require prior approval from the Director of Soccer Operations

i) Compliance and Penalties

- Any exceptions to these expense rules require prior approval from the Director of Soccer Operations

2. Consideration payable to the Contractor will be confidential and will not be discussed with any third parties.

ORGANIZING TRAVEL

Whether it's for **games, tournaments, or team events**, the **Team Manager** plays a key role in coordinating and overseeing team travel. While **parents are typically responsible** for ensuring their child arrives on time to local games and practices (and team rules may address late arrivals), some travel situations require more detailed planning and communication--especially when involving:

- Team bus transportation
- Tournaments **outside of the local region**
- **Overnight stays**
- **Cross-border** or out-of-province competitions

Travel should be discussed at the **first parent meeting**, particularly when reviewing the season's **extra festivals or tournaments**. The team should come to an agreement on how they will travel, where they will stay, and how additional costs (e.g., gas, accommodations, meals) will be covered--whether by parents directly or through **team fundraising**.



KEY TRAVEL CONSIDERATIONS

1. Travel Permits

Teams may be required to obtain **Travel Permits** to participate in festivals or tournaments outside of the Peel Halton District or Ontario.

2. Travel Permits

When teams travel as a group, it is best practice to have parents' complete **permission and medical forms**, which serve both as consent and as a precaution in case of emergency. Forms should include:

Information Provided to Parents:

- Venue name and address
- Date and time of event
- Travel arrangements (departure times, meeting points, vehicle details)
- Full Itinerary (e.g., game times, team meals, hotel check-in/out)
- Chaperone list with contact info
- Special instructions (e.g., meals, spending money, team gear, weather-appropriate clothing)

Information Collected from Parents:

- Updated **medical or emergency contact information**
- Copy of player identification (if required for travel)
- Signed consent for participation and emergency treatment if necessary

3. Equipment and Packing

- Advise families on **packing guidelines** (uniforms, cleats, water bottles, personal items)
- Coordinate team gear and first aid supplies

4. Accommodation & Meals

If the trip includes overnight stays:

- Book **hotel rooms** early, confirming availability for teams and chaperones
- Inquire about **group meal options** or nearby restaurants
- Be aware of and accommodate any **food allergies or dietary restrictions**
- Confirm any group menus or team dinners in advance

5. Budget & Insurance

Travel costs should be reviewed and approved by the team ahead of time:

- Clarify who covers **transportation, meals, hotel, and coach travel costs**
- Use team funds or fundraising when appropriate



- For out-of-province or **international travel**, ensure the team has **travel insurance** (Note: Ontario Soccer recognizes only specific providers such as TUGO for coverage under their membership)

6. Field Maps & Directions

For tournaments or games in unfamiliar locations, share field maps and driving directions ahead of time.

Helpful tools include:

- Google Maps
- Tournaments or host club websites
- Venue-specific details provided by the event organizers



8. TEAM FUNDRAISING

Milton Magic FC Competitive teams are permitted and encouraged to raise funds to support their activities and enhance their experiences. The Club supports these efforts within established parameters, ensuring that all fundraising initiatives align with the Club's values and operational guidelines. As teams solicit funds and sponsorship on their own without Club resources, the team can keep 100% of their proceeds.

GUIDELINES:

1. TEAM AUTONOMY:

Each competitive team is responsible for planning and executing their fundraising initiatives, enabling them to meet their specific needs, including tournament fees, travel expenses, and team development. Teams must specify that donations/sponsorships are in support of their individual team, not of Milton Magic FC. Milton Magic FC is not able to issue tax receipts or formal receipts to team sponsors.

2. TRANSPARENCY AND COMMUNICATION:

Teams must clearly communicate the purpose of their fundraising efforts to potential supporters and sponsors, outlining how funds will be utilized for the benefit of the team.

3. LEGAL AND ETHICAL COMPLIANCE:

All fundraising activities must adhere to applicable local laws and regulations. Teams should conduct their efforts in an ethical manner, aligning with the values of the Milton Magic FC. Note that raffles, draws, fundraising activities and special events generally require permits from the Town, Municipality and/or other governing organizations. Teams accept all responsibility for compliance with legal requirements.

4. FINANCIAL ACCOUNTABILITY:

Teams must maintain precise records of all fundraising income and expenses, ensuring funds are kept in a dedicated team bank account in accordance with Milton Magic guidelines. These financial records must be readily available for review by the club's administration upon request.



5. USE OF CLUB BRANDING:

Teams must obtain prior approval from Milton Magic FC before using the Club's name, logo, or any branding in their fundraising materials or promotions.

6. SPONSORSHIP APPROVAL:

Teams must receive sponsorship approval from Milton Magic FC's Executive Director before branding any apparel, tents or banners that will be publicly displayed.

7. SPONSORSHIP LIMITATIONS:

Teams are prohibited from accepting or soliciting sponsorships or donations from sources related to alcohol, drugs, gambling, or any other products that conflict with the club's values. Teams are prohibited from soliciting sponsorship from any of the Club's existing sponsorship base.

8. CLUB SPONSORSHIP:

Milton Magic FC reserves the right to the front spot when a club-wide sponsorship has been secured.

9. APPAREL PROVIDER:

Evangelista is Milton Magic FC official and exclusive apparel & equipment partner.

10. INDEMNIFICATION:

Teams shall indemnify and hold harmless the Milton Magic Soccer Club, its directors, officers, and employees from any claims, damages, losses, or expenses arising out of their fundraising activities or sponsorship agreements.

11. MONITORING:

The Club reserves the right to monitor and review all fundraising activities and sponsorship agreements to ensure compliance with these policies and the Club's values.

12. WITHDRAWAL OF APPROVAL:

The Club's Executive Board may revoke sponsorship approvals or fundraising permissions if there is evidence of non-compliance with this policy or if the sponsorship is deemed inconsistent with the Club's values.



13. POLICY INFRACTIONS:

Coaches are ultimately responsible for the actions of their team. If teams are found in non-compliance with Milton Magic FC Fundraising & Sponsorship Policy, teams may be required to cover the costs of apparel or equipment replacement and may face further sanctions as necessary.



9. TEAM SPONSORSHIPS: JERSEY, APPAREL AND PROMOTIONAL ITEMS SPONSORSHIPS

All sponsors must be pre-approved by Milton Magic FC, and a proof must be approved before screening.

No team can have an alcohol, tobacco or cannabis company sponsorship in any way. If any sponsorship opportunity is questionable, please contact the Club Office for approval.

1. JERSEYS:

- a. Teams are permitted to sell sponsorship space in the form of a max. 2" x 3" logo on the sleeve(s) to be placed on the arm(s) of the home jersey, away jersey and/or training jersey(s).
- b. The logo must be screened in the same colour as the main logo on the front of the jersey. Exact pantones can be provided by the Club at the time of approval.
- c. All sponsors must be pre-approved by Milton Magic FC, and a proof must be approved before screening. This is the only sponsorship placement permitted on home, away and training jerseys.

2. OTHER APPAREL:

Teams are not permitted to alter tracksuits, jackets, bags or shorts.

3. EQUIPMENT & PROMOTIONAL MATERIAL:

Sponsorship is permitted on the following items with prior approval from Milton Magic FC - Team Banners - Team Canopies - Team Flags - Team's TeamSnap Page - Team Social Media Accounts - Other items as suggested to and approved by Milton Magic FC.

4. SPONSOR APPROVAL PROCESS:

To have a sponsor approved, please fill out the Milton Magic FC Sponsorship Form and include the following: - Team - Team Manager/Coach Information Proposed Sponsor with website - Proof of logo/image for screening - Please allow 5 business days for approval.

5. SCREENING AND PROMOTION MATERIAL CREATION:

Teams are responsible for having their jerseys screened/promotional items created on their own through their team budget.



10. SPONSORSHIPS & FUNDRAISING TIPS

- Look within your own team's network for supporters – businesses/companies/organizations with connections to parents, families and friends – these are the most likely to engage with your team.
- Consider partnering with local businesses for in-kind donations and exclusive discounts for your team.
- Be specific with your asks for donations, services, discounts, etc. You will generally have a higher success rate when your ask is targeted and specific, and it may open the door to a negotiation or alternative offer.
- Remember when seeking jersey/promotional sponsors that items like screening can be expensive. For your sponsorship to be effective, ensure you have covered your costs as a team – time invested, screening, promotional commitments, etc. Often this is undervalued and the return to the team is minimal. Know the value/costs before soliciting a sponsorship for a certain value. Example: If your team would like to purchase a canopy for use at training, tournaments, etc., first price out the cost of the canopy, the cost to have it screened, and the turn-around time. Then solicit a sponsor for the appropriate dollar amount.
- Does your team have a social media account? A great and cost-effective way to shout-out sponsors is by thanking and tagging them on social media, or by posting a team photo holding the logo! This is also a great way to promote fundraising events!
- Fundraising events are sometimes a great way to generate revenue; just remember they can be a lot of work! Consider your team's resources and if the event will generate funds after expenses and investment of time (bake sales, car washes, etc.) Milton Magic FC Development & Competitive Team Fundraising & Sponsorship policy. This policy is subject to be updated at any time, with changes effective immediately and at the discretion of the Milton Magic FC Update November 2024
- Participate in existing fundraising structures through various retailers (Terra Greenhouses poinsettia sales at the holidays, FlipGive, Chocolate sales, etc.) however before engaging, always understand contractual obligations, the return on investment, minimum purchases, and other variables before committing.



POLICY UPDATES

This policy will be posted under the Competitive section of Milton Magic FC Policies page. Milton Magic FC reserves the right to update this policy at any time. Questions and Clarification If teams have any questions about this policy, please contact Milton Magic FC for clarification before engaging in sponsorship or fundraising activities.



11. UNIFORM DISTRIBUTION

- The office will notify team managers and coaches when uniforms are ready for pickup at the club.
- Managers are responsible for distributing the uniforms to the players.
- If any items are missing, managers must inform the office with details of the missing items.
- The office will update managers once the missing items have arrived and are ready for pickup.



12. TEAM FINES

- PHSA has the authority to issue fines related to players, teams, or game sheets.
- The office will be notified of any fines first.
- The office will then inform the team manager and coach.
- The team is responsible for paying the fine to Milton Magic FC.
- Please note that an administrative fee will also be applied.



13. GAME SHEETS

- All game sheets are generated through the E2E platform.
- At the start of each season, the League provides a new link for accessing E2E.
- The office will share detailed instructions with all managers and coaches.
- Managers and coaches are responsible for registering and creating an account on the E2E platform.
- For players in the U8-U13 age groups, the office will handle adding them to E2E.
- For players in the U14+ age groups, managers are responsible for adding them to the system.
- Game sheets must include the SEOS numbers for all players, which can be found on the team's official roster.
- Player jersey numbers must also be added to the game sheet.
- All information must be completed online; handwritten additions are not accepted by PHSA. Failure to comply may result in a fine for the team.
- **ONLY CALL UP jersey # can be handwritten.**

CALL UPS

- Call-ups are not permitted for Grassroots players in the U8-U13 age groups.
 - U13 will be 9v9 starting October 1, 2025
- Request for call ups must be arranged and approved between coaches 24 to 48 hours before.
- Players in the U14+ age groups may be called up to play only one year above their age group.
- A player may be called up a maximum of 8 times per season.
- All call-ups must be submitted on the league website and approved by the club.



14. REFEREES FEES

- The club will provide referee fee details for both the indoor and outdoor seasons at the start of each season.
- Referee fees vary based on the league in which your team is registered.
- Indoor and Outdoor referee fees are different.
- The office will inform you if the league covers referee fees.
- Referee fees will be distributed twice each season.
 - Half at the beginning of the season
 - The other half for the second half of the season
- The exact amount must be paid to referees at each game.
- Please note that referee fees apply only to league games; fees for tournaments and festivals are separate and must be covered by the team..

2025 LEAGUE FEES (OUTDOOR)

| GHSL League | | |
|-------------|----------------|-------------------------------|
| Division | Match Official | Assistant Match Official (x2) |
| U13-U14 | \$60 | \$45 |
| U15 | \$65 | \$50 |
| U16 | \$70 | \$55 |
| U17-U18 | \$75 | \$60 |

| YPHDL League | | |
|--------------|----------------|-------------------------------|
| Division | Match Official | Assistant Match Official (x2) |
| U13-U14 | \$55 | \$40 |
| U15 | \$60 | \$45 |
| U16 | \$65 | \$50 |
| U17-U18 | \$70 | \$55 |



| DPHDL League | | |
|--------------|----------------|-------------------------------|
| Division | Match Official | Assistant Match Official (x2) |
| U13-U14 | \$30 | -- |
| U15 | \$30 | -- |
| U16 | \$35 | -- |
| U17-U18 | \$55 | -- |

Please note: Fees may vary from year to year, depending on PHSA regulations and updates.



15. SOCIAL MEDIA MANAGEMENT

Milton Magic FC does not permit any political or religious expressions that could negatively impact the club's standing with soccer governing bodies. Milton Magic FC reserves the right to remove or reject any Instagram post that does not align with our club's values, contains explicit language, or includes disparaging content.

Teams may open a social media account on Instagram.

Please use the Milton Magic FC logo as your account image

Share team's login credentials with the office (username and password)

Milton Magic FC reserves the right to remove or reject any Instagram post that does not align with our club's values, contains explicit language, or includes disparaging content.

We encourage Teams to collaborate with the Milton Magic FC Instagram Account:

How to create an Instagram Collab post?

To Create a Collab post with another account, you need to first invite that account to be a collaborator. Once they accept the invitation, the post will be shared from both accounts.

The original author owns the post, if they delete it, it will also be deleted from the collaborator's account. The original author also needs a public profile to create a Collab post.

1. To begin, click the + sign to create a new post.
2. Once you have uploaded the content, click on "Tag people."
3. Click on "Invite collaborator."
4. Search for the account and click on their profile
5. Wait for them to accept the request.

Once they have accepted the invitation, the post will live on both accounts' grids and feeds

Please refer to the special media policy on our website for more details.

<https://www.miltonmagic.com/general-docs-policies/>



16. ACCIDENT CLAIMS

If a participant is injured, please follow the procedure outlined below.

<https://www.peelhaltonsoccer.com/club-resources> (please refer to the Accident Claim Submission)

- This is to be completed by the injured party and submitted by them, not the Club.
- 1) Complete ALL items on the claim form (please request form to the office)
- This is to be completed by the injured party and submitted by them, not the Club.
- 1) Complete ALL items on the claim form (please request form to the office)
- 2) Attach the following documents with the claim form:
 - a. Copies of fully itemized medical bills/receipts. Itemized bills must show patients name, date of service, type of service rendered
 - b. Physical/Dentist's Statement indication the diagnosis or nature of the condition being treated and the providers name and address

Please remember to retain a copy for your records.

