



WINNIPEG SOUTH END UNITED (WSEU) SOCCER CLUB

Revised: January 25, 2015

Subject: Team Officials – Placement on a Team Roster

Maximum Team Officials

Team rosters may have a maximum of **four designated team officials**. One of these must be a coach. The remaining three may be designated as assistant coaches, manager, trainer, first aid, etc as deemed desirable by the coach. Only rostered team officials are allowed on the team side of the field during games - with the bench parent being the only exception to this rule.

Official Online Scorekeeper

Designate one of the rostered team officials to act as the scorekeeper to register scores of games on line. The program will not accept a non-rostered team official as a scorekeeper.

Addition to a Roster

To place a team official on a roster, approval of the convenor (recreational teams) or the Club Head Coach (CHC) (Premier and Developmental teams) must be obtained. The Convenor will then input the information for recreational teams into ITSports. The WSEU Office will input the information for Premier and Developmental teams into ITSports.

Note: Recreational team officials are asked to contact their Convenor rather than the WSEU office with any soccer questions or concerns.

Team Official Screening Requirements

Each team official must get a **criminal record search** certificate (including vulnerable sector search) (CPIC) and a **child abuse registry search** (CAR) completed and cleared. These are to be renewed every 36 months and must be valid until the end of the current season.

Screens are done independently with the cost borne by the individual. A copy of the results is to be provided to WSEU for reimbursement.

Each team official must also complete the online **Respect in Sport** program prior to being rostered. At the start of the season a two week grace period is allowed. The certificate of completion number is to be provided to the WSEU office upon completion.



Season Start and Coaches Cards

All team officials must complete a Team Official Registration Form (TORF) at the start of each season. This can be downloaded from the WSEU website prior to the start of the season.

The completed TORF along with any previous coaching cards is to be submitted to the WSEU office.

Returning team officials are required to check that any screening requirements are not up for renewal.

New team officials are to submit a wallet sized photo, the RIS certificate number and screening forms or screening results.

Once all required information is provided to the WSEU office, WSEU will obtain WYSA approval and issue a stamped team official card that may be picked up by the individual either at the coaches' meeting at the start of the season or afterward at the WSEU office.