



OPDL Festival Guidelines

A Guide to hosting OPDL Festival

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Introduction

OPDL Festivals provides athletes at the U12 age group within OPDL Licence Holders, with opportunity to experience OPDL Game day environment ahead of their full commitment to the program. Hosting OPDL Festivals may also allow the host organization to market their OPDL program in the local community and provide information to interested families and athletes. Participation at OPDL Festivals are open to OPDL Licence Holders only.

Section I – Hosting Requirements

1. Approved Hosting Documentation

In line with Ontario Soccer's tournament and festival approval protocol, organizations hosting an OPDL Festival MUST be in possession of a district approved Festival Application Form (FAF), processed via the [Competition Travel Management System](#) (CTMS). An approved FAF needs to have been obtained before team registration for the given event may take place.

Organizations interested in hosting an OPDL Festival shall notify Ontario Soccer not later than six (6) weeks prior to the intended event date, of the intent to host. This is to ensure that the sanctioning body (District Association, Ontario Soccer) is given sufficient time to review the application & documentation submitted via CTMS.

2. OPDL Festival Application Fee

The application fee to host the OPDL Festival is \$200 (two-hundred dollars) payable to Ontario Soccer at the time of the application either by cheque or credit card.

3. Festival Information Package

Along with the opening of team registration, hosting organizations shall provide the following information:

- Event Date & Time
- Location
- Number of teams accepted to event
- Registration Fee
- Link to Registration Portal

Festival Rules

Rules outlining the OPDL Festival shall be standardized through implementation of the rules & regulations set-out in the Ontario Soccer Grassroots Festival Guide, found in Appendix A.

Online Registration Portal

To provide a seamless registration process for teams entering the festival, hosts must have an established online registration portal. Any such registration portal shall collect the following information:

1. Team Name
2. Club Name



3. Contact Information including email address
4. Indication of district approved Application to Travel Form (ATF)
5. Listing of team's available uniform colours

The registration portal shall be made available no later than three (3) weeks prior to the event date.

4. Age Appropriate Playing Equipment, Field Equipment & Size

All OPDL Festivals shall be played in accordance with Ontario Soccer's Festival Guide, Game Format and Development Matrix. Hosting Organizations commit to provisioning appropriate field lining methods which shall not impede on the field of play nor pose a risk to participants.

Host organizations will receive 10 branded balls (size 4) to be utilised at the event. All remaining equipment is the responsibility for the host organization.

5. Team Payment Method

Hosting organizations shall be solely responsible for the collection of payment from teams registered. Payment method and deadlines shall be communicated as part of the Festival Information Package.

6. Venue Access

Venue procurement, permitting and payment shall be the sole responsibility of the hosting organization. In addition to the fields required for play, hosting organizations shall be responsible for the permitting and payment of any meeting space that may be utilized to hold an OPDL Information Session, as well as any washroom or change room facilities.

7. Scheduling

Scheduling of matches, and communication thereof, shall be completed by the hosting organization. Consideration shall be given to teams travelling greater distances, in the effort to avoid early games for any such teams. OPDL Festival schedules MUST be compliant with [Ontario Soccer's U12 Development Matrix](#), and shall therefore not assign breaks between matches shorter than 30 minutes, and not longer than 120 minutes. All games must not exceed a maximum duration of 70 minutes. Ontario Soccer must approve the final schedule before final release.

8. Match Official Appointment Protocol

It is the responsibility of the hosting organization to source and appoint Match Officials for any OPDL Festival. Procurement of Match Officials may be shared with the district of the respective organization, if desired.

Ontario Soccer may, at its discretion, appoint Mentors or Match Official Scouts to OPDL Festivals.



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9. Medical Services

In line with OPDL Game Day regulations, each OPDL Festival shall have a MINIMUM of 1 (one) designated Medical staff to oversee injury management on-site. Any medical service provider appointed to an OPDL Festival shall have a minimum of 1 (one) of the following qualifications:

- CASEM Sport Med. Physician
- Physician with Standard First Aid/CPR-HCP
- Certified Athletic Therapist
- D.C. FRCCSS(C), Licensed Chiropractor
- D.C. Sports Residency with First Responder
- Sport Physiotherapist Diploma
- Sport Physiotherapist Certificate
- Registered Physiotherapist
- A.T. Certification Candidate with First Responder
- Registered Massage Therapist First Aid/CPR-HCP
- Registered Massage Therapist
- Licensed Kinesiologist or Student
- First Responder, First Aid or EMS Personnel

The hosting organization shall be responsible for booking and payment of on-site medical services.

Section II – Team Information Package

10. Team Information Package

Not later than seven (7) days prior to the date of the event, the host organization shall provide all participating teams with the following information:

- Blank OPDL Festival Game sheet (which can be found [here](#))
- Festival Game Schedule including uniform assignments
- Explanation of Check-In/Registration Process
- Addresses and Maps of field location(s)
- Food options available in the area or on-site

Section III – Festival Hosting

Day-of Registration Checklist

To ensure all participating teams are eligible to compete at the respective OPDL Festival, hosting organizations shall be responsible to check the following documentation:

- District approved Application to Travel Form (if applicable)
- District validated team roster report
- District validated player & team official identification books or cards
- 3 completed OPDL Festival Game sheets per match in which the team is participating



Hydration Station

In order to provide athletes adequate opportunity to hydrate, hosting organizations shall have one (1) 32 gallon water cooler per venue. Coolers may be placed at a central location.

Food/Concession Options

Providing food options to participating athletes & families is highly encouraged. The presence of local restaurants, food trucks, sales of concessions, etc. is permissible at the sole discretion of the hosting organization.

Team Benches

1. It is the responsibility of the hosting organization to ensure that only individuals who are registered to either of the teams participating in a match, match officials, as well staff of the host organization or Ontario Soccer, are present on the team bench side of the field, at any given time. Spectators and teams not participating in the given match shall not be permitted on the team bench side of the field.
2. Any shelter (such as canopies) placed over the team bench shall not pose a risk to participants and must be a minimum of two (2) meters from the sideline.

Section IV – Post-Event Responsibilities

Event Surveying

In the ongoing effort to improve on the OPDL Festival Concept and obtain valuable feedback on its efficacy, hosting organization shall provide contact information for participating teams to Ontario Soccer. This information should be part of the teams' online registration.

Hosting organizations are encouraged to provide any specific questions to be included in the post-event survey, to Ontario Soccer. Upon completion of the survey, Ontario Soccer shall share pertinent findings with the hosting organization.

Impact Report

Hosting organizations are encouraged to assemble a summary report following the completion of the respective event. This information will be pivotal in developing a sense of the scope, opportunities, and determining viability of engaging program partners to aid in the delivery of OPDL Festivals. The summary report should contain information such as participant numbers; players and estimated spectators, number of matches played, and ancillary activities & offerings available at the event.



Appendix A – Festival Hosting Guidelines

In order to meet requirements of sanctioned festivals, host organizations shall ensure that all criteria within the Ontario Soccer Grassroots Festival Guide are satisfied.

The Grassroots Festival Guide can be found at the link below:

https://cdn1.sportngin.com/attachments/document/0112/8138/Fesitival_Organization_Guide.pdf



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Appendix B – Festival Hosting Timeline

Diagram 1 below shows the necessary steps required to duly schedule an OPDL Festival, along with the timelines stipulated in this document.

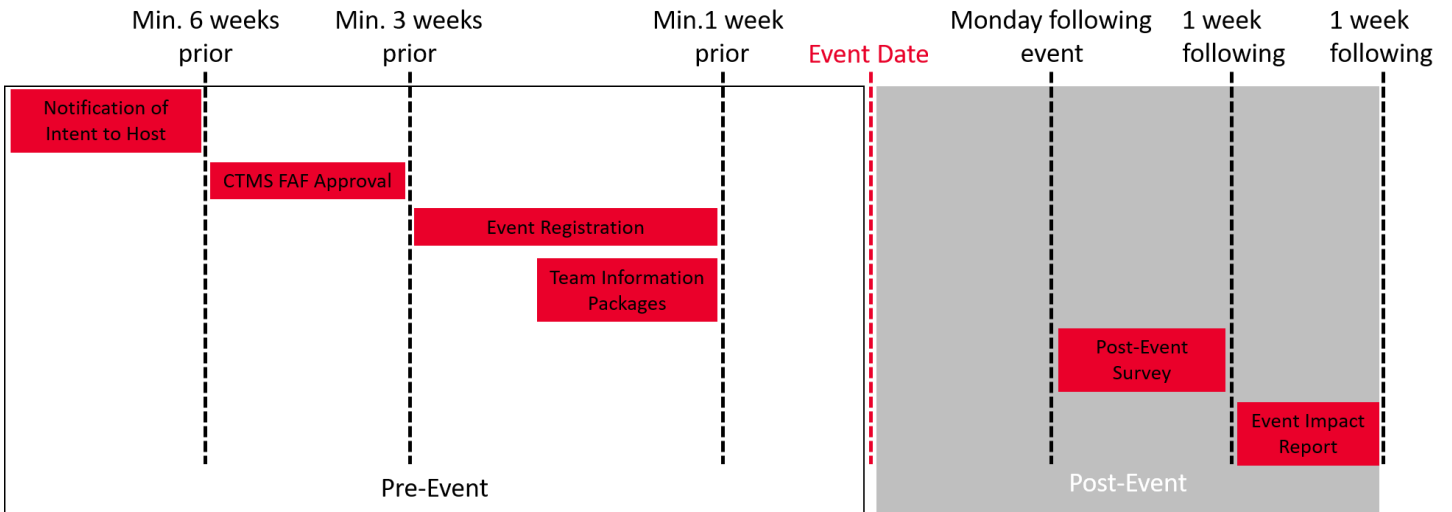



Diagram 1



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