



# OPERATING PROCEDURE

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## Player Placement and Playing Up Procedure

The following steps are to be followed when requesting an athlete be considered to play up on an older team:

1. The player (or parent) interested in playing up shall be provided the following documents for their consideration:
  - a. Playing Up Policy (BRFC-000110-POL)
  - b. Player Placement and Playing Up Procedure (BRFC-000110-PRC)
2. The player (or parent) shall complete the Travel Tryout Registration, registering the player for their age appropriate team.
3. The player (or parent) will submit a written request (email) to the head coach of the team the player intends to “play up” for.
4. The head coach and/or manager or the intended team will submit a written request (email) to [travel@belleriversoccer.com](mailto:travel@belleriversoccer.com) that includes the following:
  - a. A copy of the player’s (or parent’s) written request
  - b. The head coach’s written request supporting the player’s (or parent’s) request
5. The Travel Director or a qualified designate will review the request to establish alignment with the *BRFC Playing Up Policy*, terminating the procedure if the request does not meet policy criteria.
6. The Travel Director or a qualified designate will notify the age-appropriate team’s head coach that a playing up request has been made.

7. The Travel Director or a qualified designate will perform a player assessment, completing form BRFC-000111-FRM (*Playing Up Assessment Form*)
8. The assessor will share the results of the assessment with the BRFC Travel Committee, who will then vote whether or not to allow the player to participate on the older team.
9. Should the request be approved, a Placement and Playing Up Agreement (BRFC-000012-FRM) will be signed by all the following;
  - a. The Assessor
  - b. The Head Coach of the Intended Team
  - c. The Player (or Parent of Player when under 18 years of age)