



***SOUTHWEST  
SOCCER***

**Southwest  
District Soccer League**

**2024**

**Grassroots**

If you have any questions, please contact your club  
contact for clarification.



## 2024 League Handbook Contents

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4 up 1 up

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Southwest Soccer Discipline System



## Registering Team Officials

All Team Officials need to activate/register themselves on the League website, please complete the steps below.




- Go to [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Go to the "My Team" tab
- Select Team Management **DO NOT** attempt to log in.
- Scroll to the bottom and enter the Activation Code below

Activation code for Outdoor 2024: **SDSL@24%**

The Coaches Declaration is now part of the activation process and must be completed by all coaches/team officials at the time of registration to continue. Please ensure you have read the 2024 Rules and Regulations document as well as this handbook as that is what you will be agreeing to.

- You will then be asked to complete your team account **which will include**
  - First Name
  - Last Name
  - Email Address
  - Phone
  - SEOS # (Please ensure to add this right away so it can be populated to the game sheets, avoiding fees)
  - NCCP # (This will link your certifications to your account)
  - Select your Team
  - Select your Position (Team Head Coach, Assistant Coach, Manager)
  - Password (This is the password you will use to log in to the website)

**Southwest District Soccer League**

Home Page About My Team Games My Club

### Team Management

Team

Select your team

Position

Select your position

First Name

Joe

Last Name

Smith

Email address

joe@e2esoccer.com

Phone Number

Registration # (Leave blank if unknown)

SEOS12345678

NCCP # (Leave blank if unknown or not applicable)

Password

Retype password

**Activate Account**



## Uniform

If you are the first one registering for your team you will be prompted to select the uniform (Shirt Colour & Short Colour) for both primary and alternate). From the dropdown box select the uniform that best describes your teams uniform as submitted on the registration form.

Once you have completed the above information you will be successfully registered with your team.

If you are a team official with more than one team, you are required to register with each team using the process outlined above. This includes Grassroots officials interchanging between open game day rosters. **\*\*When creating a new login DO NOT use the same password for all teams\*\***

**\*\*The Grassroots (U8-U12) rosters will be imported to the site by your Club Administrator.**

### Before Each Game...

- At Home
  - Print 3 game sheets

### Printing Game Sheets

To print off league game sheets please complete the following steps:

- Go to the League website at [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Login using the Team Management under the "My Team" tab, once logged in select "Games", then "Game Sheet"
  - Your next game will be listed in the dropdown box

**Southwest District Soccer League**

[Home Page](#)
[About](#)
[My Team](#)
[Games](#)
[My Club](#)

### Team Management

☰
⚽ GAMES
⚙️ SET UP
👤 CONTACT
🔍 HELP

To obtain a blank game sheet scroll to the bottom of the drop down list

Select game  
 #1560 - May 22 (SYS U13B vs WYSC U13B)

**Players**

**Team Officials**

Andrea Richards

**Suspended**

None

Generate Gamesheet



- Select all your players who will be attending the game
- You can add any call up players from your list (process in next section) before generating your game sheet
- Click on “Generate Gamesheet”
  - You must print 3 copies of the game sheet and give all 3 to the match official
  - You will have the opportunity to view the game sheet before printing to ensure all the information is correct by clicking the link.
- Please be sure game sheets are properly filled out to avoid fees.

## Adding Call-ups to a Game Sheet

Clubs/teams are to use the built in Call Up function on the site. This will pre-populate those names, SEOS #'s and indicate they are a call up onto the game sheet. This makes it much easier behind the scenes to read and identify who are call-ups.

You will first create a list of potential call ups to use. League players from your club will be accessible on the site. **\*\* It is important to note that the tool does not check the eligibility of players.** Please ensure you choose those players that are eligible as per our published rules. Grassroots call ups must be the same birth year from the club's house League program.

### Creating a call up list:

- Log in to League website at [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Login using the Team Management under the “My Team” tab, once logged in select “Games”, then “Call ups”, then “Call Up List”
- You can choose players already registered from within your club or you can add a new player. This could be a house league player or another player needing proper paperwork to be eligible to play. (TEP, STRP)



### Team Management

+ Call Up List
Game Call Ups

**Warning**

Please note that this tool does not check if the players you have selected are eligible for a call up

It is your responsibility to check the published rules of Ontario Soccer and the league to ensure that the players you have selected are eligible to be called up to your team

To call up a player you must first create a call up list for your team.

**Option 1 - Add a Club player**

Select from other league players from your club

**Option 2 - Enter players from another league:**

First Name

Family Name

Registration Number

Date of Birth

Player's League

Add Player

**Your call up list**

Show  entries Search:

Name	Reg #	DOB	League	Team Name
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

### Adding players to game sheets:

- Once your call up list is populated, you can choose players to add to a specific game sheet.



### Team Management

+ Call Up List
Game Call Ups

Select a game

Show  entries Search:

Name	Reg #	DOB	League	Team Name
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Update Player(s)



- Select a game from the drop down list, check off the players you want to add and click “Update Players”
- You can then go back to the game sheet tab and click “Generate Gamesheet”

#### At the field...

- Ensure you bring the 3 game sheets with you
- If any changes are required, please do so manually
- Cross off players who were printed on the game sheet, but are not in attendance or add rostered players that were not printed on the game sheet. Call ups should be added before printing game sheets but can be added manually if necessary.
  - Ensure only eligible players on the game sheet are sitting on the bench.
- Give the game sheets and game fees to the match official at least 15 minutes before the scheduled kick-off (ID checks are encouraged for U9-U12 before you hand over the game sheets)
- Ensure substitutes are wearing pinnies and are seated unless warming up
- Coach within 1 metre of the bench.

#### After every game...

- The Match Official will return one game sheet to each team \*\*Make sure you receive this before leaving the field

#### At Home...

- Enter your game reports promptly so they don't get forgotten.

**For the GRASSROOTS AGE DIVISIONS (U8-U12) team officials are only required to select whether the game was completed or not. As per LTPD and Ontario Soccer Policy there are no stats, standings or scores for these age divisions.**

### Game Reporting Process

One team official for each team is required to submit the game report online at the completion of each game. **This must be completed within 48 hours of game completion, failure to do so will result in a fee.** To properly complete the game reporting process each team must complete the following steps:

#### Grassroots (U8-U12)

- Log in to League website at [www.swrsaleague.ca](http://www.swrsaleague.ca) (Team Management)
- Select “Game Report” on the left hand side
- Select the game you wish to report from the dropdown box
- Grassroots coaches are only required to identify if the game was completed or not. No other stats are required. Follow the instructions to complete the report
- Please remember to report **both** games played at your festival

*If you do not agree with what has already been reported, please advise your Club Administrator to notify the league so the issue can be resolved.*



## **2024 Team Official Contacts**

Follow the steps below in order to find another teams contact information from within your division.

- Log in to your account
- Click on the 'Contact' Tab
- Click 'Other Team Contacts'

### **Other Forms**

The following google forms can be found in the links below as well as on the league website:

- [Opponent No-Show Form](#)
- [Match Official No-Show Form](#)
- [Game Change Request Form](#)
- [Game Protest Form](#)
- [Game Default Notice Form](#)

*When needed, these google forms are to be submitted ASAP.*

*They can be found at [www.swrsaleague.ca](http://www.swrsaleague.ca) → About → General Information -> Forms*

## **Frequently Asked Questions**

### **How do players/parents access team information?**

Parents can use the website and customize the home page for their team if they want, which will have the team schedule and next game information just under the newsfeed.

### **How do I add my other team officials?**

Each team official must use the activation code to create their own user ID and password using the process in this package.

### **How do I notify the League I will be defaulting a game?**

In the event your team will be defaulting a game you must first fill out the google form here [Game Default Notice Form](#). It will instruct you to forward it also to the Referee Assignors, email in the form. The team shall be subject to a fee as per the Rules and Regulations based on time of notification.





## Grassroots - New Rules/ Amendments/ 2024 Reminders

### Game Sheets/ Reporting

- 13.1 Official game sheets, as found on the League site, must be completed by the teams. Teams failing to use league game sheets will be subject to a fee as per Appendix C.
  - 13.1.1 The game sheets shall consist of 3 copies, one for each team and the referee.
- 13.2 Only players listed on the game sheet may sit on the bench, are eligible to play, and all are deemed to have played unless they are crossed off. Players under suspension shall not be entered on the game sheet and will not be at the player's bench.
- 13.3 When guest players (call-ups) are used, teams are to use the Call-Up function on the league website. This will pre-populate the information onto the game sheet. If they are being handwritten, they must be printed clearly and have (call up) written beside the name. Failure to properly identify guest/call ups will be subject to a fee as per Appendix C.
- 13.4 All team officials present must be listed and sign all game sheets; the signatures shall verify the eligibility of all players listed. If a team official is listed but not present, they must be crossed off. Failing to sign all game sheets and verifying player eligibility will be subject to a fee as per Appendix C.
- 13.5 All 3 copies of completed game sheets must be turned over to the referee 15 minutes prior to the start of the game.
- 13.6 It is the responsibility of the team officials to ensure that all sections are complete, including the game number, date, time, location, field conditions, referee names/registration numbers, player/team official names/registration numbers and jersey numbers, goal scorers and cards are correctly marked on the game sheets. Failure to complete all sections correctly are subject to a fee as per Appendix C.
- 13.7 Teams using players on a Temporary Eligibility Permit or Trial Registration Permits must submit the authorized signed copy with the game sheet to the match official or be subject to a fee as per Appendix C.
- 13.8 For each District League or cup match, the team officials of both teams shall report the game results within forty-eight (48) hours of the game, on the League website. Failure to do so will result in a fee as per Appendix C.
- 13.9 For all U9-U12 games, within 48 hours of the game, team officials shall report on the league website selecting whether the game was completed or not. No stats or standings shall be reported.
- 13.11 Game reports that have not been submitted within 7 days of the conclusion of the match may have the points for the game in question withheld from the negligent team(s) and a fee, as per Appendix C, prior to reinstatement of the result.
- 13.12 The league retains the right to complete outstanding online game reports based on match official games sheets.



4/5/23, 9:29 AM

13.1

Game Sheet

13.6



### Southwest District Soccer League

Game Sheet For:  
**Stratford Strikers U15 Boys**

13.6

Date: 2023-05-08  
Game #: 1495  
Div.: U15 Boys  
Field: Festival Hydro Park - Co  
K.O.: 19:00

Home Team: Stratford Strikers U15 Boys      Score:      Away Team: Owen Sound United U15 Boys      Score:

#	Player's Name	YOB	Reg #	G	Y	R
2	Austin MCGURGIN	2008	SEOS562882			
5	Liam BENTON	2008	SEOS713313			
<del>6</del>	<del>Myles CLINTON</del>	<del>2008</del>	<del>SEOS560002</del>			
7	Casen DE GRAAF	2008	SEOS562872			
8	Owen BLAIN	2008	SEOS448688			
9	Rylan DEBOECK	2008	SEOS562884			
<del>10</del>	<del>Evan WHITE ROY</del>	<del>2008</del>	<del>SEOS713314</del>			
11	Isaak EYNDHOVEN	2008	SEOS713312			
12	Carson PAULEN	2008	SEOS562880			
14	Taten MIKEL	2008	SEOS562883			
16	Harrison ROBINET	2008	SEOS562870			
17	Mason BAULD	2008	SEOS562876			
18	Cameron PARSONS	2008	SEOS562879			
19	Sean TENHOVE	2008	SEOS562877			
22	Nathan WESTRA	2008	SEOS562881			
25	Owen CHAMBERS	2008	SEOS562878			
33	Carter Evans (call up)	2009	seos123456			

#### Referee Instructions

Upon conclusion of the game, the referee will complete the game sheet and provide each team with their own copy.

Completed game sheets need to be uploaded through Ref Centre within 48 hours.

#### To be completed by the referee:

1. Game delay (if any) caused by:

2. Protest lodged before game?:

If yes by whom:

3. Were player cards checked?

Yes  No

Initial: \_\_\_\_\_

4. Did team have correct uniform? (away team change if there is a clash):

Yes  No

5. Did team have legal corner flags?:

Yes  No

6. Did team have 2 goal nets?:

Yes  No

Please print names legibly

Referee: \_\_\_\_\_

# \_\_\_\_\_

AR #1: \_\_\_\_\_

# \_\_\_\_\_

AR #2: \_\_\_\_\_

# \_\_\_\_\_

Referee signature: \_\_\_\_\_

Position	Name	Reg #	Signature	Y	R
Team Head Coach	Micaela Vancea	SEOS562868			
<del>Assistant Coach</del>	<del>Mica Vancea</del>	<del>SEOS562869</del>			
Assistant Coach	Tony Benton				

#### Suspended

None

#### Team Instructions

All players/team officials on the game sheet will be deemed to have played/coached. To signify that a player/team official is not present, put a line through the name. All Team Officials present on the bench must sign the game sheets certifying their participation, player registration with the district association, and player eligibility.

13.2

13.3

13.6

13.4

13.6



### **Playing Up at Grassroots Level (U8-U12)**

6.4.2 In all Grassroots divisions, call ups are only permitted from the club's house league program in the same age division based on date of birth.

\*\*(Reminder that they should not be playing more than 1 competition day per week)

### **Match Officials**

14.1.1 All game official fees shall be paid by the league via Electronic Fund Transfer based on E2E Refcentre payroll reports. Payment will be processed once per month.

14.5.1 Assistant Referees shall **NOT** be assigned to U11 and U12 divisions for the Outdoor 2024 season.

### **4 up 1 up Rule**

#### **What is it?**

- When a club is losing by 4 goals, a player can be added
- It is a simple conversation between the two coaching staff- identifying they are adding the extra player because the squad is losing by 4 goals.
- When the goal difference becomes 3 goals a player is removed
- If the goal difference goes to 8 goals a second player is added

#### **Why?**

- Creates better competition... for all children
- Provides an opportunity for challenge
- Keeps players encouraged and motivated
- It is player centered

### **4 Up 1 Up Procedure**

#### **What is the Coaches Responsibility?**

The responsibility of the coach is to communicate with the Match Official to advise of the additional player entering the playing field when a four goal differential exists. It is also the coaches responsibility to advise the Match Official of a player removal when the goal differential is decreased.

#### **What is the Match Officials Responsibility?**

The responsibility of the Match Official is to communicate with the coaches to ensure proper implementation. When a player is to be added the coach is to notify the Match Official. When a deficit is decreased and a player is to be removed the Match Official is to ensure this occurs.



### **Dribble In/Pass In**

\*\*For ages U8-U10

If the ball has crossed the touchline, the kicker can pass or dribble the ball back in to play.

The ball must be stationary and placed on or behind the touch line. The ball is in play when it enters the field of play. Opposing players must be at least 3 meters away.

Kicker must first touch the ball into the field of play or pass the ball to a team-mate before scoring. If a player scores without the ball being touched by a teammate or opponent, play will restart with a goal kick (if ball enters opponents goal) or corner kick (U9/10) (if the ball enters the players own goal).

**Please click below to obtain the most updated copy of the rules**

**[Southwest District Soccer League - 2024 Rules and Regulations](#)**



## **Severe Weather Policy**

### **Lightning Safety/ Severe Weather Policy When thunder roars, go indoors!**

The safety of players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by Canada Soccer. By understanding and following the below information, the safety of everyone shall be greatly increased. Ultimately, the referee has the final say over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Referees are expected to act responsibly when dealing with such events during matches they are controlling. If you can hear thunder, you can get hit by lightning. As soon as you hear thunder, quickly get to a safe location. More people are struck before and after a thunderstorm than during one. Stay inside for 30 minutes after the last rumble of thunder.

### **Heat Advisory**

In the event of a heat advisory (as issued by Environment Canada) it is MANDATORY for match officials to provide water breaks as follows:

1. At the midway point of each half
2. Provide a 60 second break
3. Game clock is stopped during mandated water breaks

This is MANDATORY for player safety and cannot be ignored. If a heat advisory has not been issued and team officials are seeking water breaks, the request to the match official should occur prior to the game. These water breaks will be permitted at the discretion of the match official.

The safety of the players, coaches, management and spectators is the primary concern in any weather event that occurs during all matches sanctioned by Southwest Soccer. The Match Official has the final say over delaying or restarting a match due to weather. Waiting to stop play or not waiting to start play may result in a serious injury or loss of life. Match Officials are expected to act responsibly when dealing with such events during matches they are controlling.



## **SOUTHWEST SOCCER DISCIPLINE SYSTEM**

### **IT IS ESSENTIAL THAT THE TEAM OR CLUB OFFICIAL DISCUSS THE FOLLOWING WITH THEIR PLAYERS AND THAT THE PLAYERS UNDERSTAND THE FOLLOWING PROCEDURES:**

All Discipline will be conducted where possible by Discipline by Review (DBR). Some cases, such as those involving physical assault of a Game Official, shall be handled as per the Rules and Regulations of the Ontario Soccer. Persons charged have the right to request a Discipline by Hearing (DBH) (fees may be involved). These requests must be received in writing by the Southwest Soccer Discipline Coordinator within three (3) days of the receipt of the dismissal.

As per Ontario Soccer Policy 5.4.2, Southwest Soccer publishes the dates on which it holds Regularly Scheduled Hearings. Southwest Soccer will publish the name of the player / coach / club etc. and the Ontario Soccer charge and corresponding suspension on [www.swrsa.ca](http://www.swrsa.ca). Correspondence detailing the suspension will be issued to the Club and the League. It is the responsibility of the Club to inform the player of his / her suspension. It is the responsibility of the player to check the Southwest Soccer website and / or Request a Hearing within three (3) days of receiving the dismissal. It is the responsibility of the League to ensure those players / Clubs adheres to the suspensions issued by Southwest Soccer.

In all cases of an **alleged Referee Assault**, upon receipt of the referee's report, Southwest Soccer shall notify the alleged accused that he/she will be **SUSPENDED IMMEDIATELY** from all soccer related activity pending a hearing by Southwest Soccer's Discipline Committee. Said person will be notified in writing of when and where to appear.

#### **A) DISCIPLINE BY REVIEW SYSTEM (DBR):**

For the following offences:

- All misconducts will be dealt with by Discipline By Review, where permitted under Ontario Soccer Policies.
- The Discipline Committee will review all misconduct reports based on the referee report only and render a decision without a formal hearing. Southwest Soccer will issue an email to the Club stating game suspensions and non-refundable discipline fee of **\$50.00** (cash or credit only) which is payable by date stated in the notification. **If the fee is not paid by this date the player will be suspended from all soccer activity until the outstanding fee is settled. All fees will be paid to Southwest Soccer via the club in which the player is registered. Overdue fee charges may apply.**
- The Accused has the right to **Request a Hearing** in writing within three (3) days of receiving the dismissal except in cases of Ontario Soccer Misconduct Type 1.3, 1.5 and 1.6. The Request for Discipline Hearing Fee of **\$100.00** (cash or credit only) must be submitted at the time of request. If found not guilty, the fee will be refunded.
- Discipline decisions made under the **Discipline by Review System may not be appealed.**

#### **B) DISCIPLINE BY HEARING SYSTEM (DBH):**

- FOR ALL OTHER TYPES OF MISCONDUCT, the registrant or his designated representative (with a signed proxy signed by the accused) **must** appear before the Discipline Committee for a hearing on the scheduled discipline date as published on the Southwest Soccer website with the **Discipline Hearing** fee of **\$100.00** (cash or credit only). If payment is not received the hearing will not go ahead



and the accused will have failed to attend. If found not guilty, the fee will be refunded.

- **DISCIPLINE BY HEARING** decisions may be **appealed to the Ontario Soccer**.

**C) FAILURE TO ATTEND DISCIPLINE \DISCIPLINE BY HEARING:**

- Failure to appear on the scheduled hearing date will result in the accused being suspended from all soccer activity until a Request for Hearing is made to the Southwest Soccer office and the subsequent hearing is attended. A **Request for Hearing** fee is **\$100.00** (cash or credit only) and is non-refundable.

**D) RIGHTS OF THE ACCUSED:**

- Failure to appear by any of the “parties required to attend” following receipt of notification shall result in disciplinary action being taken against the absent party.
- The accused has the rights to receive within 48 hours upon submitting a written request to the organization, a copy of the Report(s) of Misconduct and all documentation which will be considered by the Discipline Hearing Panel.
- Witnesses, advisors and observers are entitled to attend, but they must appear in person. *Written reports by witnesses are not acceptable*. Parties are responsible for having witnesses attend a hearing.
- Requests for postponement of a Discipline Hearing must be submitted in writing; and be received by the Southwest Soccer no later than four (4) days prior to the date of the hearing on the face of this notice.
- Additional information on hearings and appeals is available on the Southwest Soccer website ([www.swrsa.ca](http://www.swrsa.ca)) and the Ontario Soccer website ([www.ontariosoccer.net](http://www.ontariosoccer.net)).

**E) MISCELLANEOUS:**

- N.S.F. cheques will be assessed a \$75.00 Administrative fee.
- If Southwest Soccer receives back from its bank an NSF cheque, the **Club of the disciplined player** who has provided the NSF cheque becomes immediately responsible for full payment - the amount of the cheque plus the handling fee.

**F) OVER DUE FINES:**

**ONTARIO SOCCER Policy 10.5 Any registrant failing to pay a fine, fee or bond imposed by a Discipline Hearing / Review Panel shall be subject to an additional monetary penalty and if still unpaid, shall be subject to suspension and shall remain under suspension until imposed penalty (plus original fee, fine, bond) is paid.**

**SWRSA Rule 11.3:** Any registrant failing to pay a fine, fee or bond imposed by a Discipline Hearing / Review Panel shall be subject to an additional monetary penalty of \$200.00 if the original fine, fee or bond is not received within 60 days. If still unpaid, shall be subject to suspension and shall remain under suspension until imposed penalty (plus the original fee, fine, bond) is paid.



Please see the table below for basic discipline action outcomes for cautions (yellow cards) and dismissals (red cards). More detailed charts can be found on Ontario Soccer's website. Please discuss with your players proper game etiquette and consequences for their actions, including but not limited to what is laid out here.

<b>* Excerpt from Table 1 - Ontario Soccer 2022-2023 Operational Procedures - Standard Penalties for Misconduct by a Player Based on Playing Season Offence(s)</b>	
<b>Description of Misconduct</b>	<b>Per season</b>
First Caution	no action
Second Caution	no action
Third Caution	1-game suspension
Fourth Caution	no action
Fifth Caution	2-game suspension
Sixth Caution & any subsequent caution	3-game suspension
Dismissed for "Receiving a second caution in the same game" for which neither of the cautions was directed at the match official(s).	1-game suspension
Dismissed for "Receiving a second caution in the same game" for which at least one of the cautions was directed at the match official(s).	2-game suspension
Dismissed for "Receiving a second caution in the same game" for which at least one of the cautions were directed at a Match Official under the age of 18.	4-game suspension

**Yellow Cards can be given for:**

- 1 Delaying the restart of play
- 2 Dissent by word or action
- 3 Entering, /re-entering/leaving field of play without the referee's permission
- 4 Failing to respect required distance when play is restarted.
- 5 Persistent Infringement of the LOTG

**6. Unsporting Behaviour**

- 6.1 USB: attempts to deceive referee
- 6.2 USB: changes places with GK without referees permission
- 6.3 USB: reckless foul
- 6.4 USB: commits a foul that stops a promising attack
- 6.5 USB: goal celebration
- 6.6 USB: Denies obvious goal scoring opportunity with an attempt to play the ball when referee awards a penalty
- 6.7 USB: handles the ball in an attempt to score a goal or prevent a goal
- 6.8 USB: makes unauthorized marks on field of play
- 6.9 USB: shows a lack of respect for the game
- 6.10 USB: uses a deliberate trick to pass the ball (including from a free kick) to the goalkeeper to circumvent the Law
- 6.11 USB: verbally distracts an opponent during play or at a restart





6.12 USB: plays the ball when leaving the field of play