



***SOUTHWEST
SOCCER***

**Southwest
District Soccer League**

2025

Youth

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



2025 League Handbook Contents

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Registering Team Officials



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

- Go to 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 **Please ask your club for the code.**
- Select your club

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 2025 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
 - Registration (SEOS) # (Please DO NOT leave this blank. Adding this right away will allow for it to be populated to the game sheets, avoiding fees for not having it)
 - 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

Position

First Name

Last Name

Email address

Phone Number

Registration # (Leave blank if unknown)

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 asked 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****

How to Add Players to Roster (U13-U21)

Once you have completed the tasks mentioned above you will then be able to add your players to the roster. This will allow your players names to appear on the game sheets.

- Log in at www.swrsaleague.ca under the Team Management tab
- Go to 'Set Up'
- You can add a single player or import the whole roster by a csv file (find instructions on how to do this are below and in the Help menu)

Roster. Teams that use club rosters can ignore this tool, however for those who manage a team at under 13 or higher this is the tool that you use to enter your roster into the database.

You have two ways of doing this

1. Add them one at a time using the 'Add Single Player' tool or
2. Upload your roster from a .CSV file

Add Single Player. Use this tool to add a player one at a time. Once they have been added they will be displayed in the table at the foot of the page You can edit them if you make an error by clicking the edit link.

Upload your roster from a .CSV file. This section will allow you to upload a CSV (comma-separated values) file of your roster in one process

You will need to either:

1. Use an exported CSV file from your clubs registration system. Ask your club registrar for this file if you don't have it or
2. Create a new CSV file using Excel, Google Docs, Open Office or any other spreadsheet software

This file will contain the following details regarding each player:

First Name (Required)
Family Name (Required)
Date of Birth (Optional)
Registration # (Optional)
Jersey # (Optional)
Email Address (Optional)
Phone Number (Optional)

The first row will need to contain the heading name of the column's data. The column headings do not have to be specifically named as you will map the columns to the data field on the next screen.

- Enter each players first name, last name, DOB (*required by SDSL) , jersey # (*required by SDSL) and Registration (SEOS) # (*required by SDSL). **Please double check that you have all first and last names spelled correctly. And that all info is correct.** This is all information that will transfer to the game sheets.



Before Each Game...

- At Home
 - Print **2** 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
- 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

The screenshot shows the 'Team Management' interface for the Southwest District Soccer League. The page has a red header with the league name and logo. Below the header, there is a navigation menu with 'Home Page', 'About', 'My Team', 'Games', and 'My Club'. The 'Team Management' section is active, showing a 'GAMES' tab selected. Below the navigation, there is a dropdown menu for 'Select game' with the selected option '#1560 - May 22 (SYS U13B vs WYSC U13B)'. There are sections for 'Players' and 'Team Officials' (with Andrea Richards checked) and 'Suspended' (with None selected). A 'Generate Gamesheet' button is at the bottom.

- You can add any call up players from your list (process in next section) before generating your game sheet
- Select all your players who will be attending the game
- Click on “Generate Gamesheet”
 - You must print **2** copies of the game sheet and give both 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. ie. a younger age group.

Creating a call up list:

- Log in to League website at 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)

The screenshot shows the 'Southwest District Soccer League' website. The navigation bar includes 'Home Page', 'About', 'My Team', 'Games', and 'My Club'. The 'Team Management' section is active, with a sub-menu containing 'GAMES', 'SET UP', 'CONTACT', and 'HELP'. The 'Call Up List' button is highlighted.

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
Select a club player

Option 2 - Enter players from another league:
First Name
Family Name
Registration Number
Date of Birth (mm/dd/yyyy)
Player's League

Add Player

Your call up list
Show 0 entries
Search:
Table headers: Name, Reg #, DOB, League, Team Name
Message: 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.

- Select a game from the drop down list under 'Game Call Ups', 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 2 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.
- Have all officials sign beside their name to avoid additional fees. Cross off any not in attendance
- Give the game sheets to the match official at least 15 minutes before the scheduled kick off but **after the ID checks are performed (this is mandatory at ALL youth games)**
- Ensure substitutes are wearing pinnies and are seated unless warming up
- Coach within 1 metre of the bench and do not obscure or obstruct the AR by walking up and down the touchline.

After Every Game...

- The Match Official will return your team's game sheet at the end of the game



**SOUTHWEST
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At Home...

Enter your game reports promptly so they don't get forgotten. Team officials (both home and away) are required to enter the game report before the League standings will update. **This must be completed within 48 hours of game completion, failure to do so will result in a fee.**

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:

U13 to U21

- Log in to League website at www.swrsaleague.ca (Team Management section)
- Select "Games", then "Game Report" on the left hand side
- In this section you will find the games that require a game report to be completed
- Select the game you wish to complete the report for and follow all instructions and provide feedback as requested.
 - Select all the players that were in attendance at the game, including call ups
 - Include all goal scorers and all red and yellow cards received in the game.

Modifying Goal Scorer

Should you find that you mistakenly identified the wrong goal scorer and want to correct the goal scorer please complete the following:

- Log into the league website at www.swrsaleague.ca (Team Management)
- Select "Games", then "Modify Reports"
- All the games your team has played will appear, click 'Edit' on the right hand side
- Select the player that was mistakenly identified and select the correct player from the dropdown box. Follow instructions to save

Youth Cup Information

Once youth cup draw charts are completed they will be posted on the website under the Games tab on the main page. Games will be played on selected Fridays, as posted.

2025 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' You can then choose which team you want to contact



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 → About → General Information -> Forms

Frequently Asked Questions

Why isn't my game result showing?

In order for a game result to show both teams MUST enter the game results using the 'My Team' Game Reports. The first team enters the score, plus attributes cards and goals to their players and enters who played in the game. The other team then verifies or disputes the scores, then enters their goal scorers, card recipients and participating players.

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.



Youth - New Rules/ Amendments/ Reminders 2025

Responsibilities of Member Organizations

- 4.4.1 The technical area must be defined by paint or cones at all fields, for Grassroots and Youth matches.

Team Official Responsibilities

- 4.10.1 Games will not be played unless there is at least one coach on the bench with valid identification and certification who is listed as a coach on a team roster with the club. Offending teams will be subject to a fee as per Appendix C.

4.10.1	Playing a game without a proper coach/assistant coach on the bench	\$100.00
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5.0 Player Identification

- 5.1 All players and team officials must possess an Ontario Soccer Registrant Digital ID or “Ontario Soccer Identification Card” (ID card) and have such document available for presentation at the game in which he/she is playing/coaching upon request. Failure to present an ID card / Digital ID shall render the player/ team official ineligible for that game.
- 5.2 It is a League requirement that team officials conduct a full ID check at all U13-U21 games

Authorized ID Inspection Procedure for Players and Team Officials:

- a) All players and team officials form two individual lines by team
 - b) A team official from the opposing team, with a copy of the game sheet and official Ontario Soccer roster stamped by the District, will inspect player or team official by;
 - c) Matching the photograph on the roster/ID to the player or team official.
 - d) Matching the players or team officials name to the team roster and game sheet.
 - e) Matching the players’ jersey number to the game sheet
- 5.3 Any team failing to check their opponent’s ID’s forfeit the right to protest based on player/team official eligibility and will be subject to a fee as per Appendix C.
- 6.1.1.1 Maximum game day roster size for competitively registered youth teams U13-U21 is 20 players.

6.2.3 Call ups

- c) Grassroots (U12 and below)/Regional/Provincial/OPDL players cannot be a call up for any youth team or open-age recreational team.



8.5 Games postponed, as identified in Section 9, are subject to reschedule in coordination with the League. These games must be rescheduled **within ten (10) days** of the postponed game

10.2.1 In all grassroots matches (U8-U12), if a team does not meet the minimum player requirements as set out in 10.1 or 10.2, teams shall share players and proceed with the match.

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 **2 copies**, Each team will receive their own game sheet back at the end of the game for reporting purposes.
- 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 names 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 **2 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 are 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.
- 13.10 For all U13-U21 games the following must be recorded accurately: the game score; the names of the players, goalkeeper and goal scorers and the details of any discipline cards handed out by the referee.



16.0 Teams Placements

16.1 There shall be no promotion and relegation between the district league and West Region I-Model pilot project.

16.2 Teams entering the I-Model qualification season that do not qualify for C1 may be placed into the district league at the discretion of the West Region Districts.

16.2.1 If the district league division has two tiers, the team not qualifying for I-Model shall be placed into tier 1.

16.3 At the discretion of the district league, offered divisions may be altered. Team placement within a district league division is subject to league registration numbers and may be adjusted.

17.0 Cup Competitions

17.2 Only players properly registered to the team's official roster may play in the Youth Cup semi-final and final games.

17.2.1 Up to three call ups per game are permitted during Cup preliminary rounds.

17.2.2 A player may only play for one team per age division in League Cup competition.

19.0 Discipline

19.3 If a single team accumulates 4 dismissals; 8 cautions; or 10 combined discipline reports they will be subject to a fee as per Appendix C.

19.3	Team Accumulations: 4 dismissals; 8 cautions; or 10 discipline reports (Total through any form of league play)	\$50.00 1st season offence \$100.00 2 nd season offence \$150.00 3 rd season offence
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Retreat Line U13 Age Group

In order to maximize the effectiveness of the development of players in Southwest Soccer, a unique match rule has been implemented at the U13 age group called the Retreat Line Rule. This rule has been established to train young goalkeepers and defenders to restart the game from a goal kick in an optimal manner, without prohibitive pressure from the opposing attacking forwards.

The rule is as follows:

- i. A 'Retreat Line' is drawn 15 metres beyond the top of the penalty area and will either be marked with different colour paint or with cones on either side of the field.
- ii. On goal kicks ONLY, the opposing team must position all the players behind this line.
- iii. The opposition is allowed to cross over this line once the ball has been released from the goalkeeper's foot

Please click below to obtain the most updated copy of the rules.
[Southwest District Soccer League - 2025 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 5.3.2, 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. 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 SWRSA'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** (credit or e-transfer 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** (credit or e-transfer 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** (credit or



e-transfer 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 BY REVIEW OR 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** (credit or e-transfer 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 South-West Regional Soccer Association (SWRSA) 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 SWRSA website (www.swrsa.ca) and the Ontario Soccer website (www.ontariosoccer.net).

All Discipline Fees are invoiced to the clubs and clubs are responsible for paying all Discipline Fees.

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.

Southwest Soccer Rule 15.3: 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.

* Excerpt from Table 1 - Ontario Soccer Operational Procedures - Standard Penalties for Misconduct by a Player Based on Playing Season Offence(s)	
Description of Misconduct	Per season
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