



***SOUTHWEST
SOCCER***

**Southwest
District Soccer League**

2026

Youth

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



2026 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 2026 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 # *(this will be a new # this year so please find it on your official roster)*
 - NCCP # (NOT necessary)
 - 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)*

The screenshot shows the 'Team Management' registration form on the Southwest District Soccer League website. The form includes the following fields:

- Team: Select your team
- Position: Select your position
- First Name: joe
- Last Name: Smith
- Email address: joe@e2esoccer.com
- Phone Number: (empty)
- Registration # *(Leave blank if unknown)*: SE0G12345678
- NCCP # *(Leave blank if unknown or not applicable)*: (empty)
- Password: (empty)
- Retype password: (empty)

At the bottom of the form is a black button labeled '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 (U14-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 # (*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...

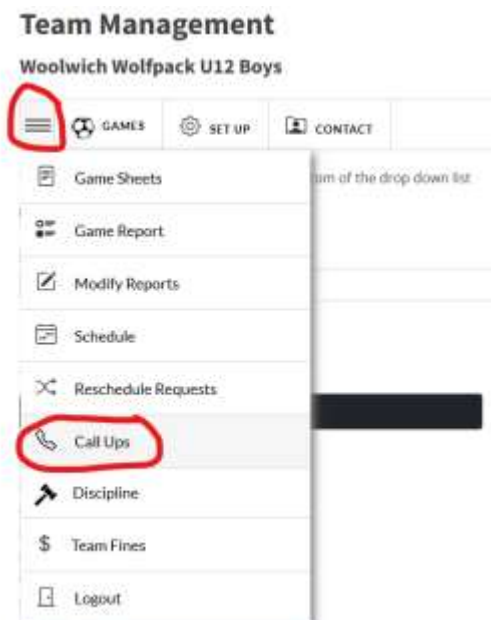
- At Home
 - Print 2 game sheets

Adding Call-ups to a Game Sheet

****NEW** this year, teams will need to request a 'Call Up Permit' from your club. The club will have to approve all 'call ups' before they will be able to appear on the game sheet.

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.

House league players must be added by your Club Administrator before they are available to be selected to be 'called up'.



To generate a call up permit please follow this process

1. Select a game in the drop down.
2. All your clubs players will be listed in the table. Use the search box to find your call up player quickly.
3. Check the box next to the players name.
4. Click the Select Call Up request button.



Team Management

The screenshot shows the 'Add Call Up Permit' interface. At the top, there are navigation tabs: GAMES, SET UP, CONTACT, and HELP. Below these are two main buttons: 'Existing Call Up Permits' and 'Add Call Up Permit'. A 'Help' button is also visible. The interface is divided into two steps:

Step 1 - Select game
#2964 - May 23 (WYSC U12B vs WU BU12Y)

Step 2 - Select player(s)
Show [dropdown] entries


	First Name	Last Name	Team	Reg #	# Call Ups
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Club Roster	OS4699298499	0
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Club Roster	OS7823828550	0
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Club Roster	OS1020810043	0
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Club Roster	OS7758898804	0
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Club Roster	OS8020312334	0
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Club Roster	OS2840051185	0
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Club Roster	OS4949370033	0

5. Your club has been sent an email requesting approval of your request.
6. You will be notified by email if the request was approved
7. If approved the call up player will appear on your game sheet

Note: Please note that the call up permit tool does not ensure that the player you have requested is eligible to play for your team. You must still check the league bylaws to see if the player is eligible. If you play an ineligible player, you may face discipline.

The screenshot shows the 'Existing Call Up Permits' interface. At the top, there are navigation tabs: GAMES, SET UP, CONTACT, and HELP. Below these are two main buttons: 'Existing Call Up Permits' and 'Add Call Up Permit'. A message states: "The following are your team's call up permits. You may cancel a permit only before you have submitted a game report. Please contact the league office if you need to cancel a permit after you have submitted a game report."

Show [dropdown] entries

Name	Game #	Game Date	Status	
Andrea RICHARDS	2964	2026-05-23	Approved	View Permit 

Showing 1 to 1 of 1 entries: Previous 1 Next

Status Legend
Requested: Waiting for your club's approval
Approved: Your club has approved this request
Not Approved: Your club did not approve this request

A red circle highlights the 'Status' column, and a red arrow points to the trash icon.

If you will no longer need the player, you can cancel it by using the garbage can icon, it will no longer appear on your game sheet



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 click the 3 lines, then “Game Sheet”
 - Your next game will be listed in the dropdown box

Southwest District Soccer League

SOUTHWEST SOCCER

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
- Be sure to only check names of team officials that are approved and will be sitting on the bench
- If you have approved ‘call ups’ they will appear on the game sheet automatically
- 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. Please print in portrait mode, NOT landscape.

Please be sure game sheets are properly filled out to avoid fees



At the field...

- Ensure you bring the 2 game sheets with you
- Please be sure game sheets are properly filled out to avoid fees
- 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 must be added before printing game sheets after club approval. They cannot be handwritten.
 - 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 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
**Make sure you receive this before leaving the field

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:

U14 to U21

- Log in to League website at www.swrsaleague.ca (Team Management section)
- Select the 3 lines and 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.

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 <https://swrsaleague.ca/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 their Team Management. 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 2026

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

- 5.2 It is a League requirement that team officials conduct a full ID check at all U14-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, will inspect player or team officials 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

- 6.1.1.1 Maximum game day roster size for competitively registered youth teams U14-U21 is 20 players.

6.2.3 Call ups

- c) Grassroots (U13 and below) / Tournament Teams / I-Model / Provincial / OPDL players **cannot** be a call up for any District 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.



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. 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 prior to the start of the game. (but after ID check)
- 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 U14-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.

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.

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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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.

Please click below to obtain the most updated copy of the rules.
[Southwest District Soccer League - 2026 Rules and Regulations](#)



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