



## Ottawa Carleton Soccer League

2451 Riverside Dr. Ottawa, ON. K1H 7X7 tel: 613 233-4451  
web site: [www.ocslonline.ca](http://www.ocslonline.ca) fax: 613 233-6051 e-mail: [manager@ocslonline.ca](mailto:manager@ocslonline.ca)

### 2022 Team Official Manual

## Communications

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### Who is my first point of contact for all OCSL questions?

All questions should be directed to your appropriate Club Representative. If your Club is unable to answer the question themselves, they will pass the question on to the League.

### What is the best way to contact the OCSL?

We can be contacted via email or phone, however, *strongly* encourage team officials to contact staff via email when possible.

### Who do I contact at the office to answer my question?

Manager <a href="mailto:manager@ocslonline.ca">manager@ocslonline.ca</a> 613-233-4451 ext 6	Admin <a href="mailto:admin@ocslonline.ca">admin@ocslonline.ca</a> N/A	Discipline intern <a href="mailto:discipline@ocslonline.ca">discipline@ocslonline.ca</a> 613-233-4451 ext 5	Stats intern <a href="mailto:stats@ocslonline.ca">stats@ocslonline.ca</a> 613-233-4451 ext 4
Fields & reschedules	General Inquiries	Hearings	Statistics
Finances/invoice inquiries	Team Pictures	Red/yellow cards	Game Reports
Ottawa Cup	Social Media	Suspensions	Player approval
League rules		Discipline Policy	Game sheets

### I have a complaint, where do I send it?

Questions, complaints, concerns, and other matters must be communicated to the appropriate Club representative. If the matter can not be handled at the Club level, the Club will pass this information on to the League or District as is appropriate.

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## Website Team Activation/Account creation

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### How do I activate my team on the website?

Team Officials will be provided with activation instructions by their Club before the start of each season. The instructions will include an activation code which is unique to each season. Only Team Officials who have been through the proper screening process, who possess the necessary certifications,



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and who are registered and appear on the official team roster are permitted to activate an account on the OCSL website.

### **How do I get my other Team Officials to appear on the website/game sheet?**

The only means to have a Team Official appear on the website/game sheet is to activate an account. All Team Officials who plan to be present at games, who wish to access team information and resources on the website, and act in the capacity of a Team Official at any time with the OCSL must activate an account on the OCSL website.

### **I forgot my password what do I do?**

To retrieve a forgotten password please use the "forgot password?" tool on the log-in screen. If the tool does not work for you, please contact your Club representative. Club representatives can log in to a team official's account (without the password) and change their password.

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## **Player Upload**

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### **How do I add players to the website so I can create a game sheet?**

- i. Login as a team official
- ii. Select 'My Team' option at top of page
- iii. Select the 'Add to Squad' option on left of page
- iv. Select 'Submit' at the bottom of the page
- v. Once you have uploaded your players, they need to be approved by OCSL staff in order to appear on your game sheet.

**Information must be identical to how it reads on digital or physical card.** If you do not know a player's OSA #, try the EODSA 'ID Card' search function. Enter this information to the OCSL website. If this doesn't work, contact your club official.

Players will be approved at least one week before your team's first game; if you add a player after the season starts, please notify our staff so that we can approve them quickly.

### **All or some of my uploaded players do not appear when I try to create my game sheet?**

If you have uploaded a player to the website and they do not appear when creating your game sheet please verify with your club official that the information you have input matches their registration details, and make sure you have let the OCSL know that they have been uploaded.

### **How do I remove a player from the website who is no longer registered with my team?**

To remove a player, you must either delete or deactivate the player. Use the "Delete Player" tool on the My Team section of the website. A player can only be deleted from the system if they have no discipline record or game stats associated with their profile. If they do, they can only be deactivated as a member



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of your team. In both cases the player is no longer taking up a roster spot. A player should only be deleted or deactivated if they have been officially removed from your Team Roster.

### Ontario Soccer (OS) Roster

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#### When do I need to bring a paper copy of my team's OS roster?

You must bring a paper copy of your team's roster to each game. If you are calling up a player, you must have a copy of that player's team's OS roster. A club official can provide you with this.

### Game Sheet Creation

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#### How do I create a game sheet for an upcoming game?

When logged-in as a Team Official, select "Game Sheets" in the left sidebar. Select the game you would like to create game sheets for from the drop-down menu and continue. When creating a game sheet, you will see the list of the players you have uploaded to your squad on the website.

- i. Check the box beside a player's name to select the players you wish to add to your game sheet.
- ii. Check the box beside the Team Officials who will be present at the game to add them to the game sheet as well (only 4 team staff are permitted).
- iii. Once you have selected all your players and team officials for the game click "Next".
- iv. Click on the "create game sheet" link on the following page to access the game sheet. Be sure to print the correct number of copies as outlined above.

#### What is the earliest I can create a game sheet?

Game sheets can only be generated 96 hours before the scheduled kickoff time.

#### What do I do if I am having technical issues creating my game sheet?

Begin by contacting your Club so that they can troubleshoot the issue. If they are unable to resolve the issue, please contact the OCSL directly to rectify the problem. Be sure to provide your team's name and the game number. If technical issues are not communicated to the OCSL prior to your game kick-off you may face a fine related to not providing a game sheet from the system.

#### What can I do if I forgot to print a game sheet for my game?

If you forgot to print a game sheet for a game, you must provide an alternate form of game sheet to the match official. This alternate form of game sheet must include all player names and OSA numbers, as well as all Team Official names and OS numbers, the game date, the game number, and the kick-off



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time. The game sheet must be signed by all Team Officials, the referee, and an opposition Team Official. If some form of game sheet is not provided the game cannot be played.

### **Why aren't all of my Team's Officials appearing as options to be selected to add to the game sheet?**

Only those Team Officials who have activated an account on the OCSL website will be available to select for your game sheet. All Team Officials who will be present at games must activate an account so that they may be added to the game sheet.

### **What do I do when there are no OS numbers showing for some of my Team Officials?**

Any Team Official missing their OS number on the game sheet must immediately edit their account on the OCSL website to add in their OS number. This is a mandatory part of the account activation process and Clubs may be fined if OS numbers are not input.

### **How many game sheets do I need to create for each game and why?**

Each team must provide THREE (3) copies of their game sheet to the match official. At the conclusion of the game the match official will retain ONE (1) copy of each team's game sheet and will provide a copy of each team's game sheet to each team. It is important that you ensure all copies have been completed correctly and entirely and all copies have been signed to certify this.

### **What do I do if there are players or team officials who are listed on my game sheet but who won't be at the game?**

Any player or Team Official listed on the game sheet is considered to have participated in the game. If a player or Team Official is not present, you must cross through their name and OS number on the game sheet. If you are unsure if a player or Team Official will present themselves before half time, wait until the halftime break to cross them off the sheet.

### **What do I do with my game sheets after the game?**

Referees are required to submit the game sheets for each game to the League. Team Officials are not required to do so but it is important to keep copies for your own records in case questions or concerns arise regarding a game.

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## **Play Up Permit Requests**

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### **What is a play-up permit?**

A play-up permit is used for a guest player to participate in a game with your team. This player must be registered with your Club. Restrictions on who can be played using a play-up permit are outlined in the Rules and Regulations.



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### **How do I request a play-up permit?**

Play-up permits must be requested through the OCSL website. Once you have logged-in select "Play-up Permits" in the left sidebar. Select the game from the drop-down menu that you would like to request the permit for and proceed. Select the team or House League from which the player is being requested. Review the game and player information to ensure it is correct and then complete submission of the play-up permit request. Your Club will be sent a notification that the request has been made for their review/approval.

### **How do I know who is eligible to use a play-up permit?**

Eligible players are typically from a lower level of play. Please refer to the Rules and Regulations for your competition for a full list of eligibility. If you are unsure if a player is eligible, you should consult your Club representative to help with interpretation of the rules.

Play-up permit rules are different for each competition so be sure to check the competition rules (Ontario Cup, Ottawa Cup, etc.) you are requesting a permit for.

### **Can I request a play-up permit for a player from my Club who does not play in the OCSL?**

Yes. Play-up permit requests can also be made for teams playing in the ERSL, SOSA District League or within your own Club's house league. These players must be added to the "Houseleague" list on the website by your Club representative to be available to you to make the permit request. Please contact your Club representative to have these players added to the system.

Keep in mind players' digital ID card from a different league (i.e., ERSL) will NOT appear in the E2E app. Please refer to the ID card section of the Team Official Manual for more information.

### **Why was my requested play-up permit declined?**

Play-up permit requests are approved or declined by Club representatives and not the League. If a play-up permit has been declined, please contact your Club to find out why.

### **Who do I contact if my requested play-up permit has not been approved yet?**

If you are still waiting on a permit to be approved for an upcoming game, please contact your Club directly. Only Club Representatives can approve play-up permit requests.

### **How do I make sure that an approved play-up permit appears on my game sheet?**

If a play-up permit has been requested and approved by your Club it will automatically appear on the game sheet. No additional documentation to indicate the play-up approval is required. If a play-up permit is not appearing on your game sheet, please verify the play-up permit section on your My Team page to see the status of the permit approval.



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If you printed your game sheet before the permit was approved, please print a new version with the permit appearing.

### **What do I need to have with me for a player who is playing in a game on my team as a play-up?**

Any player playing on a play-up permit must have one of the following:

- i. Their physical player ID card (or book) and a paper copy of the signed playing up permit
- ii. Their digital ID card that has been
- iii. A screenshot of their digital ID card AND a copy of their own team roster

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## **Temporary Eligibility Permits (TEPs) and Short-Term Registration Permits (STRPs)**

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### **What is a Temporary Eligibility Permit (TEP)?**

A TEP allows a player registered with one Club to play with an eligible team from another Club. A player using a TEP can only play-up THREE (3) times per season. TEPs cannot be used after July 31st.

### **What is an STRP?**

A STRP entitles a non-registered player to play THREE (3) games for a registered team during a THIRTY (30) day period. Players playing up using an STRPs must not have been registered to any club in Ontario during 2022. A player may only be issued one trial permit to play for any one Club and can obtain up to two trial permits per season. The trial periods for each cannot overlap and Trial Permits cannot be used after July 31st.

### **What is the process for getting a TEP or STRP?**

Both forms can be found on your district's (EODSA, SOSA, etc.) website.

The TEP form must be signed off on by a club official from the club you are borrowing a player from.

Both forms are not valid until they have been signed off on by a district staff member.

The forms can be digitally signed by all parties, however a printed copy of the finalized form must be submitted to the match official during card check.

### **How do I get a player using a Trial Permit or TEP to appear on the game sheet?**

Players participating in a game using an approved Trial Permit or TEP must be handwritten on the game sheet. A copy of the approved Permit must be provided along with the game sheet to the opposing team



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during ID check and are to be retained by the match official for submission to the League along with the game sheets.

### **What is the process for players playing up on TEPs and/or STRPs on game day?**

TEP - The player or team official must print the completed TEP form and bring it with them to the field. This form must be provided to the match official. The player or team official must also present their OS ID card to the match official. The ID card can be either their physical card or a screenshot of their digital card.

STRP - The player or team official must print the completed STRP form and bring it with them to the field. This form must be provided to the match official. Players playing up on an STRP will not have an OS player ID card. They will need to present the match official with a valid piece of government issued photo ID (driver's license, health card, etc.).

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## **Reschedules**

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### **I want to reschedule an upcoming game. What do I do?**

1. Email your opponent's team official. You can find their email by:
  - ➔ Logging into the OCSL website as a team official
  - ➔ Selecting 'Contact' from the top menu
  - ➔ Selecting 'Team Contacts' from the left menu
  - ➔ Selecting the team you want to reschedule against
2. Agree on a new date and time. Both team officials must agree to the new date and time in the same email thread.
3. If less than 30 days before the original scheduled game, the requesting team's club official must approve the request in the email thread. Field permits cannot be returned for a refund less than 30 days before the permit date, so a club official must be aware and approve the additional cost incurred. If the request is submitted with more than 30 days notice a club official does not need to be copied.
4. Once steps 1-4 have been completed, send to the email thread to the league for approval. You can email the request to [manager@ocslonline.ca](mailto:manager@ocslonline.ca)
5. Once approved, you will receive an automated email confirming the new date & time.

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## **Other "My Team" Tools**



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### **What does the "Team Privacy" tool allow me to do?**

You can use the "Team Privacy" tool on the website to set whether or not a player's name will be visible to the public in the website.

### **Do I need to input my players' jersey numbers using the "shirt numbers" tool?**

It is not mandatory that player jersey numbers be input to the website, however it is mandatory that a jersey number be written on the game sheet. Player jersey numbers are one of the exceptions to handwriting information on the game sheet. Using the "shirt numbers" tool does save time if you don't want to handwrite jersey numbers for every game!

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## **Team Bench / Technical Area**

### **Who can be on the Team Bench (technical area) during a game?**

Only those individuals listed on the game sheet are permitted to be on the team bench. All individuals on the game sheet must be eligible players or game officials.

### **Can a Team Official sit on the spectators' side of the field?**

A Team Official listed on the game sheet must remain on the team bench for the duration of the game and cannot sit on the spectators' side of the field. If you are carrying out the card/book check you must be a Team Official listed on the game sheet. If you are listed on the game sheet you must be on the bench.

### **How do teams determine which bench area is theirs?**

The home team gets to choose which bench/technical area they are in.

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## **ID Card/Book Checks**

### **In what games do Card checks need to happen?**

Card checks are mandatory in all OCSL games.

### **Who can carry out the card/book check?**

The card check must be carried out by the match official.



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### **How do I check to see if the digital ID will work on game day?**

You can check to see if the number was entered correctly by:

- i. Logging in as a team official
- ii. Selecting 'My Team'
- iii. Selecting 'Your teams ID cards'

Pictures that show up means the number has been entered correctly. These players' pictures will appear in the app on gameday. If it doesn't, try using the [EODSA ID Card Search Function](#) to find the player's card. If the player's picture does not come up, contact your club. They will reach out to the EODSA if necessary.

### **Why can't I see my players' ID cards in the app?**

You will only be able to see ID cards in the app on game day.

### **What if the E2E app doesn't work at the game?**

Team officials are permitted to show the match official screenshots of their players' ID cards. If you go this route, you must also present your OS roster to the match official (MO). Your club official can provide you will a copy of this.

All OCSL teams must have a copy of their OS roster with them at each game in the event the MO requests to see it.

### **What if my phone dies or isn't working?**

Teams should have a minimum of TWO (2) individuals with access to ID cards through the app. If you are the only listed team official on the OCSL website, have another individual activate a team.

We also suggest sending screenshots of all player cards to another 1-2 reliable players/coaches on your team in the event the app isn't working, you are running late, or other unforeseen circumstances.

### **Why is my call up's photo ID card is not showing up in the app?**

There are two circumstances where the digital card will NOT appear in the E2E app.



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1. The player is being called up from a team in a different league (i.e., ERSL)
2. The player is being called up from a team in a different club ([TEP](#) form)

In these circumstances you must show the match official a screenshot of the player's ID. You will also need to present the OS roster of the player you are calling up.

### **How do I get a screenshot of a player's ID card and their team's OS roster if they aren't on my team?**

If you are calling up a player from within your own club, you can contact this player's team official. If you are calling up a player from a different club, contact the player's club.

### **Do my players need a physical card?**

NO. Players do not *need* a physical card, however if they have a valid one they can use it.

### **Does my physical card work as a digital card?**

YES. The physical card works as a digital card. **Enter the number on the card under the 'OS #:' field.**

Format for physical cards created in 2019 or later: SEOS555555

Format for physical cards created in 2018 or earlier: 555555

If you have already added players to your roster, you can update the 'OS #:' field using the 'Modify Squad' function.

Most important rule for physical cards - **BRING IT TO THE FIELD ON GAME DAY.**

\*Note any questions of eligibility must be noted on the game sheet. If a player is not eligible to play, they cannot be on the bench.