

**Administration Process - SWDSL**



***SOUTHWEST  
SOCCER***



## Contents

Pre- Season Admin Processes .....	2
Registering Team Officials .....	3
How to Add Players to Roster (U13- Open).....	4
Importing Club Roster- Grassroots (U9-U12) .....	5
Editing Club Home Schedules.....	6
Rescheduling Process.....	7
Re-Scheduling Time Frames.....	8
Printing Game Sheets .....	9
Game Reporting Process .....	10



### Pre- Season Admin Processes

Date	Task to Complete
December 4 <sup>th</sup> 2018	Registration Forms and Club Contact Form will be sent to the Clubs and will also be made available on the League website <a href="http://www.swrsaleague.ca">www.swrsaleague.ca</a> under the “About” tab
Step #1	<p>Submit completed registration forms.</p> <p>Deadline for the Grassroots (U9-U12) and Youth (U13-U18) is February 1<sup>st</sup>, 2019. The “Open” division registration deadline is February 15<sup>th</sup>, 2019. Any registration received after this date will incur a late registration fee of \$100.00</p>
Step #2	<p>Send your team officials the league website registration code as provided by Southwest Soccer.</p> <p>At least one (1) Team Official from each team must be registered on the League website by March 1<sup>st</sup> to address the pre-season rescheduling period as identified in Step #5</p>
Step #3	<p>Southwest Soccer sends Club Home Schedule for editing by March 1<sup>st</sup>, 2019.</p> <p>Club Administrators will receive an Excel document of their Club’s home schedule for the editing of TIME and FIELD changes only. Clubs will have seven (7) days to complete this.</p>
Step #4	<p>Schedule will be published on League website on March 15<sup>th</sup>, 2019.</p> <p>Review and Notify Teams.</p>
Step #5	<p>Unlimited Rescheduling Period.</p> <p>Clubs will be provided with a two-week opportunity to reschedule an unlimited amount of games. This two-week time-frame will be communicated to clubs.</p> <p>Please note that teams are limited to <b>one (1)</b> reschedule throughout the season after the unlimited rescheduling period has concluded. Reschedules within 14 days will be fined. See Appendix C. Reschedules within 72 hours will not be entertained.</p>
Step #6	Upload Grassroots (U9-U12) Club Rosters to the League Website by May 1 <sup>st</sup> , 2019.
Step #7	Team Official ensures all team officials and players are on the league website by May 1 <sup>st</sup> , 2019.



## Registering Team Officials

For Team Officials to properly register themselves on the League website please complete the steps below.

- Go to [www.swrsaleague.ca](http://www.swrsaleague.ca) □ **DO NOT** attempt to log in.
- Go to the “My Team” tab
- Select “Activate” on the left-hand-side of the screen
- Enter the activation code
  - Activation code for Outdoor 2019: 2019swdsl
- Once the activation code is accepted, you will then be asked to complete your team account **which will include**
  - First Name
  - Last Name
  - Email Address
  - Home Phone \* *must include “-“ between numbers in order for registration to complete*
  - Cell Phone \* *must include “-“ between numbers in order for registration to complete*
  - 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*)

Once you have completed your registration with the team, you will be asked to identify the following team information

- Select the Uniform (Shirt Colour & Short Colour) ○ *From the dropdown box select the uniform that best describes your teams uniform as submitted on the registration form.*
- Create a Team Password

*The team password is what you give your players and their parents if they wish to register with the site. When they register with the site they will be able to use the “private team management tools” available to you in the “My Team” section.*

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

As a Team Official you are required to import your team roster on the League website. This step is to be completed for teams U13 and up. The Grassroots (U9-U12) Club rosters are to be imported by the Club Administrator.

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 log in DO NOT use the same password for all teams\*\***



### **How to Add Players to Roster (U13- Open)**

Once you have completed the task mentioned above you will then have the opportunity to add your players to the roster.

- Log in at [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Go to the “My Team” tab
- On the left hand side under the “Coach Options” select “Add to Squad”
- Enter each players first name, last name, and Ontario Soccer Number □ Click “Submit”

This will allow your players names to appear on the game sheets.

Once you have completed your team roster, there is an option to add players’ shirt numbers. This is located under the “Coach Options” as well. Once you have entered the shirt numbers in, it will automatically update on the game sheet.



## **Importing Club Roster- Grassroots (U9-U12)**

The Club Administrator must complete the following steps to properly import a Club Roster.

- Log in at [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Select the “Clubs” tab
- On the left-hand-side of the screen under “Club Rosters” select “Club Roster Import”
- Once selected you are required to follow the below steps.

***You can only import rosters one age group at a time.***

To ensure a successful import of the Excel file, it must be formatted as described below. Files not meeting these criteria will be rejected.

Column A:	First Name (Starting at cell A2)
Column B:	Last Name (Starting at cell B2)
Column C:	DOB- dd/mm/yyyy (Starting at cell C2)
Column D:	OSA (Starting at cell D2)
Column E:	Jersey (Starting at cell E2)

\*Worksheet must be called “Sheet1”

As a starting point there is a template you can use to enter your players on the league website.

Once you have completed the excel document for uploading:

- Select “Age Group” dropdown box
- Choose the file you wish to upload
- Click “Submit”



## **Editing Club Home Schedules**

Each Club will be sent their home field schedule for time and field corrections. Clubs will be provided seven (7) days to complete and submit back to Southwest Soccer with the corrections.

In the excel document provided please complete the following steps when making changes:

- Make all required TIME and FIELD changes directly in the excel document in **RED** font
- If a change in DATE is required due to home field availability please indicate in **Column H**
- Once home schedules have been submitted back, the League Administrator will contact the club to arrange a new date

*\*Changes due to team availability/requests will not be addressed at this point in time. Once the schedule has been confirmed and released, the SWDSL will notify members of the open rescheduling time frame.*

### **Important Notes:**

Below are the acceptable game kick-off times as per the Southwest Soccer League Rules and Regulations:

- Weekday games must commence no earlier than 6:30pm and no later than 7:00pm for unlit fields, or 9:00pm if a lit field is available
- 7:00pm kick-off is required in May, June, and July when travel distance from the visiting club headquarters to field is 60km+.
- Games will begin no later than 6:30pm after August 1<sup>st</sup> on unlit fields.

Weekend games shall commence no earlier than 10:00am and no later than 3:00pm, except for open division, cup games, and festivals.



## Rescheduling Process

Once schedules have been released, clubs will have a two-week period to reschedule an unlimited number of games through the Rescheduling Request Tool. Manual requests will not be accepted at this point.

Once the two-week unlimited reschedule period has closed teams will be limited to one (1) reschedule for the remainder of the season.

To successfully complete a reschedule please follow the below steps:

- Log in to league website at [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Select the “My Team” tab
- Select “Request” under the Reschedule section on the left hand side of the screen
  - Select the game you want to change from the dropdown box
  - Once a game is selected, additional fields will appear on this page

If you are the **AWAY** team:

- Enter the reason for requesting the game change in the “Reason for Change Request” text box
- Click “Submit Request”
- *If the opposing team denies your request, the request is cancelled and you will need to perform a new change request. If your request is accepted, they (the home team) will provide an alternate game date and location, which you will be requested to accept or deny. Denying their new game proposal will cancel your game change request and you will need to go through the process again*

If you are the **HOME** team:

- Enter your reason for requesting the game change in the “Reason for Change Request” text box
- Below that, enter a proposal for a new game time and location. To enter a date, click on the calendar icon to the right of the date field
- A calendar pop-up will appear. Click on the date of your new game proposal
- Once everything has been completed, click “Submit Request”
- Your request will be forwarded to the opposing team for approval
- *If the opposing team denies your request, the request is cancelled and you will need to perform a new change request.*

The opposing team’s contacts are listed at the bottom of each page in this process should you need to contact them directly.

Once confirmed by both team officials, these entries will automatically submit to the League Administrator to review and authorize. Once confirmed by the League Administrator, a confirmation email will be processed and sent to both teams advising of the approved or denied game change.





### **Re-Scheduling Time Frames**

All game changes are to be completed in alignment with League Rules and Regulations. All requests must be submitted via the Reschedule Request Tool at least 14 days prior to the originally scheduled date and at a minimum of 7 days prior to the newly scheduled date.

Any game change requests within two weeks must be submitted manually via the Reschedule Request Form by the Club Contact. A rescheduling fee will apply.

**Any game change requests received within 72 hours of kick-off will not be entertained. Game will be played as scheduled or team will default game.**

Confirmation of a new time, date and location of a game reschedule must be confirmed by a Club Administrator before team officials submit requests through the league website.



## **Printing Game Sheets**

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

- Log into the League website at [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Under the “My Team” tab select “Game Sheets”
  - Your name game will be listed in the dropdown box
  - If you need to update more shirt numbers click on the link below the dropdown box
- To generate the game sheet, click “Next”
- You are then required to select all your players who will be attending the game
- Click “Next”
- On the next page, click on “Create Game Sheet”
  - When printing please use the carbon paper provided by the league
  - You will only be able to print one sheet at a time but give all three (3) sheets 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.



## **Game Reporting Process**

One team official for each team is required to submit the game report at the completion of each game. To properly complete the game reporting process each team must complete the following steps:

### **U13 to Open**

- Log in to League website at [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Select “My Team” tab
- Select “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
  - Select all the players that were in attendance at the game, including guest players
  - Include all goal scorers and all red and yellow cards received in the game.
- Click “Submit”

### **Grassroots (U9-U12)**

- Log in to League website at [www.swrsaleague.ca](http://www.swrsaleague.ca)
- Select “My Team” tab
- 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 reporting is required.
- Click “Submit”

Once a report has been successfully submitted, a generated email will be sent to the submitting team official identifying that the game report for the specified game has been completed.

Keep all emails of successful game report submissions should there be any discrepancies with late game reports.

### **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](http://www.swrsaleague.ca)
- Go to “My Team” tab and select “Modify Scorer” under the Coaches Option
- All the games your team has played will appear, click “Edit” on the right hand side
- Click “Edit” beside the player that was mistakenly identified and select the correct player from the dropdown box.