COLISEUM

Team Official Manual

Team Activation.....1

Logging In.....2

Adding Players to Roster.....3

Updating Team Name & Jersey.....6

Roster Freeze.....7

7-a-side Rules.....8

League Rules.....10

Callups.....12

Discipline.....13

Gamesheets.....14

Scheduling.....15

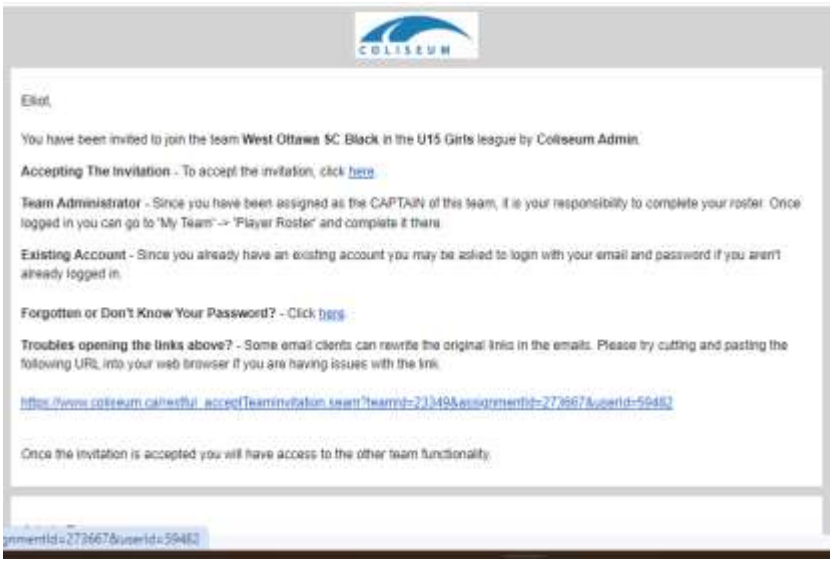
Locations.....16

Coliseum
Telephone: 613-261-8286
Web site: www.coliseum.ca
E-mail: admin@coliseum.ca

How do I activate my account?

a) Have league admin add you to the website (we have added everyone club requested)
b) Have an existing team manager or coach add you to the website and email elliot@coliseum.ca to let us know they've been added (league rep must approve before they will get welcome email)

Once you've been added, you'll receive an automated email to accept the team invitation: *'To accept the invitation, click **here**.'*



If this is your first time with the Coliseum, you'll be asked for a password. Once done (or if you already have an account from previous years) you'll be redirected here to accept the waiver and team assignment:

Please note: waivers are no longer required for players or coaches/managers



How do I login?

- Go to: coliseum.ca
- Select 'Login' from the top right corner



How do I view my team?

Select 'MY TEAM' from the top menu.



If you have 2 or more teams, you can toggle between them by 'Switch Team' on left:



Coliseum
Telephone: 613-261-8286
Web site: www.coliseum.ca
E-mail: admin@coliseum.ca

How do I add players, coaches and/or team managers to my roster?

Before adding your players to the Coliseum website, you will need your team's Power Up Ontario Soccer roster (TRR). It looks like this:



Club: Ottawa Eagles SC
Season: 2026 Outdoor
Age Group: Senior
Play Level: Competitive
District: Eastern Ontario Soccer
Team Name: Ottawa Eagles M Open OCSL C1

ONTARIO SOCCER OFFICIAL ROSTER
Printed: 13/05/2026 11:18 AM

PLAYERS

#	Name	DOB	Membership #	Eligibility Date
1	Doreen, Jean-Jocelyn	04/02/1991	OS2619187956	12/05/2026
2	Dyyat, Bara'a	06/01/2005	OS4007117145	12/05/2026
3	El Karafi, Hamza	05/08/2001	OS2399265148	12/05/2026
4	Hampton-Davies, Aidan	29/07/2002	OS1377442490	12/05/2026
5	Jobe, Muhammed	07/07/2003	OS2777793903	12/05/2026
6	Kabula, Joel	31/05/1994	OS6482182273	12/05/2026
7	Martino, Rowen	11/08/1994	OS3557651874	12/05/2026
8	Mazloum, Ahmad	05/02/2000	OS7705306883	12/05/2026
9	Miron, Cassius	16/02/2005	OS3133765353	12/05/2026
10	Okai, Jonni	30/08/1991	OS2237358870	12/05/2026
11	Olleik, Ahmad	13/05/1999	OS5583630874	12/05/2026
12	Olleik, Jad	17/05/2001	OS6088234445	12/05/2026
13	Ortiz, Juan	12/11/1991	OS9426268540	12/05/2026
14	Ragagnin, Luca	09/08/2000	OS1358114585	12/05/2026
15	Salloum, Michel	30/09/1999	OS7734566673	12/05/2026
16	Simmonds, Demar	11/06/1998	OS7473044304	12/05/2026
17	Simmonds, Hayden	11/02/1997	OS9572136499	12/05/2026
18	Watson, Junior	28/11/2003	OS1056821653	12/05/2026

STAFF

#	Name	Title	Membership #	Eligibility Date
1	Husseini, Hussein	Head Coach	OS5428706862	12/05/2026

When under 'My Team', Select 'Player Roster' from the left:



Then select '**Action**', and '**Request New Player Addition**' from the drop-down menu:



That will bring you to this page:



You'll need to enter the following information for each player and team official:

- Player type: Child (player) or Adult (coach/manager)
- Power Up / Ontario Soccer ID: ex: OS123456 – please ensure you are adding OS before the number. Do not make this up it will mess up your players' stats and/or our ability to approve them. If you do not have it, ask your club – we do not have it)

- First Name
- Last Name
- Contact email: Parent/guardian for player, or coach/manager for coach/manager
- Role: PLAYER for player, COACH/MANAGER for team official (do not use CAPTAIN)
- Gender
- Shirt number: For players only. It can be updated at any time under 'Player Roster'

When done, select 'SUBMIT'

Some/all players still show as 'outstanding requests'. How do I get them approved?

We will need a copy of your Ontario Soccer roster to confirm that each player is registered to the team they've been added to. **Once you've added your players to the Coliseum website, please email your team's Ontario Soccer roster to elliot@coliseum.ca**

We will do our best to have them approved within 72-hours. This must be done by no later than Tuesday, October 27.

Once a player is approved, the parent/guardian will receive an automated email from the Coliseum inviting them to accept the team assignment. Accepting the team assignment is strongly encouraged but not required.

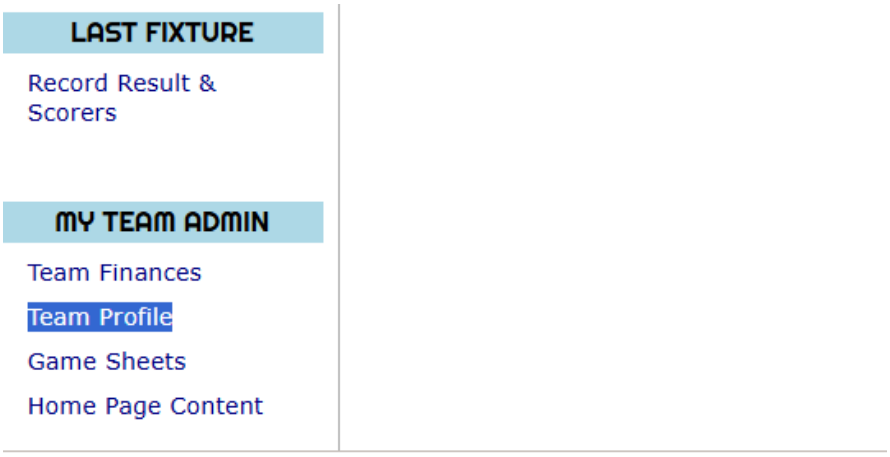
Once a player has been approved, they are eligible to play, and their name will be printed on that team's gamesheet going forward.

Our players have not been approved in Power Up yet.

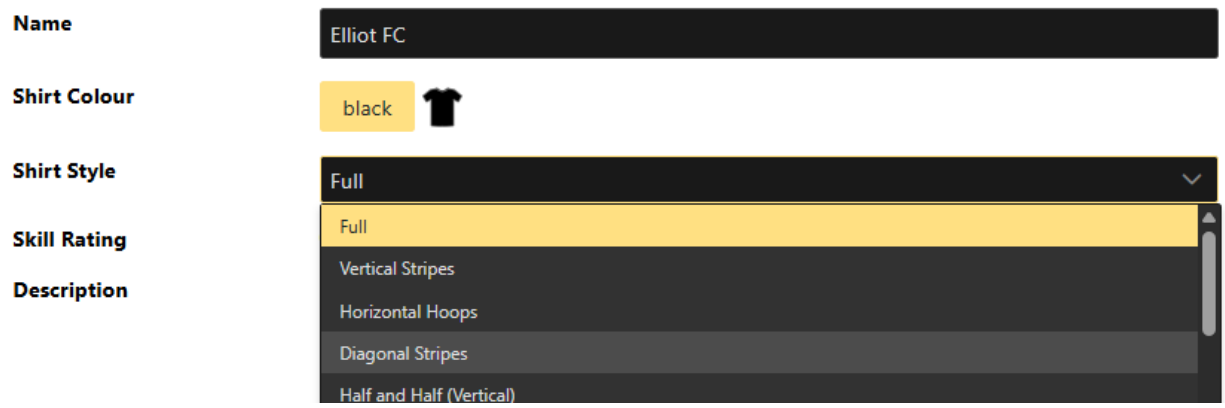
For any issues regarding players that haven't been approved in Power Up, ask your club representative to follow up with Eastern Ontario Soccer (EOS).

How do I update my team's jersey colour and team name?

Go to 'My Team', scroll down to the bottom left and select 'Team Profile':



On this page you'll be able to update your team's name and shirt colour/style:



Select 'Update', and you're all set.

Coliseum
Telephone: 613-261-8286
Web site: www.coliseum.ca
E-mail: admin@coliseum.ca

Roster Freeze (U14-U18 only)

Friday, January 15th is the final day to make changes to your roster. As of Saturday, January 16th changes can no longer be made.

We encourage teams to get the ball rolling on any changes they want to make at least a week before the deadline (i.e., Jan 9). Putting through a change requires action by a team manager, their club, the EOS and the Coliseum. Because of this the process can take multiple days. Do not wait until the 11th hour!!

What is a roster freeze and how does it affect our team?

- As of 12:01AM on January 16th players are frozen to the roster they're on. This means they can no longer be added, removed, or transferred to another roster/team for the remainder of the Coliseum season
- Additionally, players playing between January 16 and the end of the season must be on a Coliseum Team Roster Report (TRR) in Power Up (not a house league roster, tournament TRR, etc.). Players that play from Jan 16 onward that are not registered to a Coliseum TRR will be deemed ineligible.

How do we make changes?

- Contact your club registrar and let them know which players need to be moved
- Your registrar will make the changes in Power Up and send them to EOS for approval
- Once EOS has approved the players, they will send the updated TRR to your registrar, who will pass it along to you
- Once you've received it, add any new players to the Coliseum website. Once this is done shoot us an email with the updated TRR(s) attached to let us know which players have been added or removed. We will remove any players no longer listed on the TRR.

7-a-side Rules

Ball Size	Four (4) for U12 Five (5) for U13-U18
Retreat Line	No
Kick-ins	Yes (no throw-ins or dribble-in)
Max # of players on game sheet	Eighteen (18)
Min # of players on field	Five (5)
Max # of players on field	Seven (7)
Game Duration	2 x 25-minute halves
Halftime	Up to five (5) minutes
Free Kicks	All free kicks are indirect, unless a foul is committed in the penalty area which results in a penalty shot
Restarts	• Free Kicks: Indirect • Kick-ins: Indirect • Dropped Ball: Indirect • Kick-off: Direct • Corner Kick: Direct • Goal Kick: Direct
Distance from ball on restarts	Five (5) meters
Yellow Cards	Player is sent off and team must play short for two (2) minutes OR until their opponent scores
Red Cards	Player is sent off for remainder of game and team must play short for five (5) minutes, regardless of how many times their opponent scores
Substitutions	Outfield players can sub 'on-the-fly', whereas goalkeepers can only sub at the discretion of the referee
Offsides	None

Slide Tackling	**Slide tackling is NOT permitted** ✅ Slide Tackling to try and keep the ball in bounds and no opposing player is nearby is permitted ❌ Sliding to play the ball where an opponent is nearby results in an indirect free kick for opponent ❌ Slide tackles that are deemed careless or reckless, or if the tackle makes any contact with their opponent: player is given a yellow card + indirect free kick for opponent (or PK if inside penalty area) ❌ Slide tackles that use excessive force or endanger the safety of an opponent: **player is given a red card** + indirect free kick for opponent (or PK if inside penalty area)

League Rules U12-U13 & U14-U18

Standings (not applicable to U12 & U13 grassroots)

- A team will be awarded 3 points for a win and 1 point for a draw.
- A team forfeiting a match shall lose the game 3-0
- If two or more teams are tied on points at the end of the regular season, the tie will be broken by the following process:

    1. Head-to-head
    2. Most wins
    3. Goal differential
    4. Most goals for
    5. Coin toss

Equipment

- Your team's TRR and the TRR(s) of any team(s) you are calling up players from
- If jerseys clash, it is the home team's responsibility to change.
- Shoes with metal studs are not permitted. Any other indoor shoes are acceptable
- The home team shall provide TWO (2) game balls

Referees have the FINAL say on the safety of equipment

Card Check

A team official may request a card check before the game, but the request must be filed at least 10-minutes before the scheduled start time. The opposing team must comply and participate in card check. All teams must have their valid TRR(s) at each game. Players not at the field in time for a requested card check must present themselves to the opposing team official, with a TRR to verify eligibility before entering the game. Any issues arising from card check will be escalated to EOS to review and pursue discipline if applicable. Here's the process:

1. Team requests a card check from opponent's coach at least 10-minutes before KO
2. Each team's coach or team manager must have their TRR with them
3. A coach or team manager from either team must check their opponents' pictures
4. Any issues arising from card check must be communicated to the referee before kickoff or at halftime with a brief note on the gamesheet
5. Any issues brought forward will be escalated to EOS.

Card checks will not be permitted on Oct 31-Nov 1 opening weekend

Protests

All protests regarding the eligibility of a player that arise before or during the game must immediately be brought to the attention of the referee before kickoff or at halftime. The referee will make a note on the gamesheet (ex: *Ottawa FC protesting opponent #3 eligibility*). Protests brought forward after the game will not be entertained.

The protest will be reviewed by Coliseum and escalated to EOS if necessary. The Coliseum's decision may only be overturned by appeal to the EOS. An EOS decision can only be overturned via appeal to OS.

Protests pertaining to turf, goal posts, crossbars, ball, colours, etc. will not be entertained. These issues must be brought to the attention of the match official and Coliseum staff.

Referee Complaints

Any complaints regarding the conduct, behaviour or decision making of a referee must be brought to the attention of a league representative by a coach or team manager. Do not engage with the referee.

The coordinator onsite is always willing to have a discussion on site after your game, but please note for any action to be taken we need the complaint in writing. To lodge a formal complaint against a referee:

- Draft your complaint
- Email it to elliot@coliseum.ca with one of your club representatives copied

Callups (U14-U18 only)
For full Callup Rules, refer to section 7.A of our U14-U18 Rules

Callup Table Overview

The following table shows where an outfield player can / can't be called up to. Notes:

- Column on left ⬇️ is where a player is registered to
- Row along the top ➡️ is the division/team the player is being called up to
- To note: this table does not apply to GKs

PLAYER'S REGISTERED TEAM	SAME AGE GROUP			OLDER AGE GROUP			YOUNGER AGE GROUP		
	Tier 1 (T1)	Tier 2 (T2)	Tier 3 (T3)	Tier 1 (T1)	Tier 2 (T2)	Tier 3 (T3)	Tier 1 (T1)	Tier 2 (T2)	Tier 3 (T3)
TIER 1 (T1)	✗ No (same division)	✗ No (cannot call down)	✗ No (cannot call down)	✓ Yes	✓ Yes	✗ No (cannot go to older T3)	✗ No	✗ No	✗ No
TIER 2 (T2)	✓ Yes	✗ No (same division)	✗ No (cannot call down)	✓ Yes	✓ Yes	✓ Yes	✓ Yes (if age-eligible)	✗ No (cannot call down)	✗ No
TIER 3 (T3)	✓ Yes	✓ Yes	✗ No (same division)	✓ Yes	✓ Yes	✓ Yes	✓ Yes (if age-eligible)	✓ Yes (if age-eligible)	✗ No

✓ **Yes – Call-up permitted** Player can be called up to this team.

✓ **Yes (if age-eligible)** – Call-up permitted Player can be called up if they meet the younger age group's age requirements.

✗ **No – Call-up not permitted** Includes: same division, call downs, or any other prohibited movement based on the rules.

Player & Team Limits

- Outfield players can be called up to a maximum of one (1) team per weekend
- Outfield players can be called up to a maximum of five (5) games during the regular season. The 5-game limit does not apply to outfield players being called up to older tier 1 team
- For the regular season, there are no limits to the number of players that can be called up per game

Other

- There are no callup restrictions for goalies. They can play in any game provided they satisfy the age requirement
- Players registered to a non-Coliseum TRR (e.g., 'House League' or 'Tournament' TRR) can play up to any level they meet the age requirements for until the Jan 16 roster freeze
- Callups are handwritten on the gamesheet (more on that under 'Gamesheets')

Playoffs

- Teams can callup a maximum of five (5) players per game
- A player's 5-game limit resets in the playoffs

Discipline

Suspensions

- Suspensions issued based on OS Discipline Policy (starting pg. 36)
- Coach, manager and club will be advised of a player's suspension length and reason via email the Tuesday after their game.
- Suspended players cannot be called up to any other games that weekend

Appeal

- Teams have until Wednesday at 5:00pm to appeal. To appeal email elliot@coliseum.ca
- There is a $100.00 hearing fee to appeal any suspension. The hearing fee can be e-transferred to admin@coliseum.ca The fee is reimbursed if the charge is downgraded or if the player is found not guilty
- The hearing will be held virtually the following Wednesday between 6:00-8:00pm
- Coliseum decisions can be appealed to EOS

Game Sheets

Game sheets are printed by the league. There is only one game sheet per game, which will have both teams' rosters listed on it (whatever you see on your roster on the Coliseum website will be printed on). Games sheets will be available for managers to view and/or make changes before the game and at halftime:

Before the Game

- At most facilities we will try to have them spread out on a table/desk
- If they are not there, the Coliseum coordinator may have them
- If they are not there, your opponent's team manager may have it

Halftime

- The referee will have the gamesheet at halftime. If you need to make any changes, please ask him/her for it to make said changes

Changes cannot be made to the gamesheet once the second half has started.

Here are the reasons you may need to update your gamesheet at the field. These changes can be made with a pen.

1. **Jersey numbers**: You haven't added them yet or there are changes
2. **Callups**: Callups must be handwritten on the bottom section of the gamesheet. Be sure to include the player's first name, last name and jersey #
3. **Absent players**: players that won't be at the game must have their name ~~crossed out~~. If you're not sure whether a player will be attending or not, wait until halftime to cross their name out.
4. **Missing Players from Roster**: If a player is approved to your team's TRR but not listed on the gamesheet (e.g., was only approved by EOS on Friday and we did not approve him/her before printing the gamesheets), they are eligible to play. *You must handwrite their first and last name, and jersey # on the gamesheet.*

Handwriting your player's name on the gamesheet is a risk as the league has not confirmed their eligibility. If you are doing this, you must be 110% sure the player is properly registered. We strongly encourage you to avoid doing this or checking with a club or league official before doing so.

Please note we review all of the wkd's handwritten names on Monday & Tuesday to ensure they were eligible to play. Any cases of ineligible players will be escalated to EOS for discipline. Be advised that the Ontario Soccer charge of 'playing an ineligible player' is a serious charge that can result in major suspensions for team officials and fines to the club.

If your jersey numbers have already been added to the website, you don't have any callups, and all your players are expected to be there, you can go straight to enjoying the action.

Scheduling

We are aiming to have the Nov 7-8 schedule posted by Thursday, Oct 29.

We are aiming to have the Nov 14-15 and onward schedule posted by Tuesday, Nov 10 (we are aware the NSL Final is Nov 14 @ 2pm. We will avoid having girls' teams play between 1-6pm).

Number of Games

- U12: 12-game season
- U13: 12-game season + 1-mini tournament
- U14-U18: 12-game season + 2-playoff games

Important dates

- Oct 31-Nov 1: Season start date
- December 26-27: Holidays, no league games
- December 26-28: Holiday Tournament
- January 15: Roster freeze (U14-U18 only)
- February 13-14: Family Day, no games (inclement weather & reschedules)
- February 20-21: Playoff semifinals
- February 27-28: Playoff finals (season end date)
- TBD: U13 1-day mini tournament

Teams Should Expect up to:

Please note that there has been a significant uptick in teams this year. In order to accommodate, teams should expect:

- Up to 2x bye weeks
- 1x doubleheader if any scheduling requests are made
- Up to 3x games starting at 7:00AM (BU12, BU13, BU14, BU15, GU12, GU13 & GU14 only)
- Games at multiple locations. We will try our best to keep your team close to their 'home base' when possible, but there will inevitably be some games where your team plays on the other side of town

Reschedule Policy

Refer to website

- 'ABOUT' from top menu
- 'Policies' from menu on left under LEAGUE RULES

Locations

1. RA Centre

Times

- Saturdays: 7AM-10PM and Sundays: 7AM-2PM
- The dome will open 30-minutes before the start of the first game.

Parking
There is free parking on site by the dome. There is also parking across the street by the east end of the RA Centre. There are three (3) accessible parking spots right by the front door. You must have an accessible parking permit to park here. Cars parked here without an accessible parking permit will be fined and/or towed.

2. OttawaU Lees

Times

- Saturdays: 7:00-11:00AM & 4:00-9:00PM and Sundays: 10AM-2PM
- The dome will open 15-minutes before the start of the first game.

Parking
Parking passes are required at this location. Your coach or team manager can pick up your team's passes at the RA Centre by the middle of November. We will send an email out to all teams when they are ready for pickup.

3. Garneau (Orleans), Ben Franklin (Greenbank & Hunt Club), Hornets Nest (Bearbrook)

These facilities will be open a minimum of 30-minutes before the first game.

These facilities have free parking on-site and no not require parking passes.

Any new information for these five facilities will be communicated to teams