



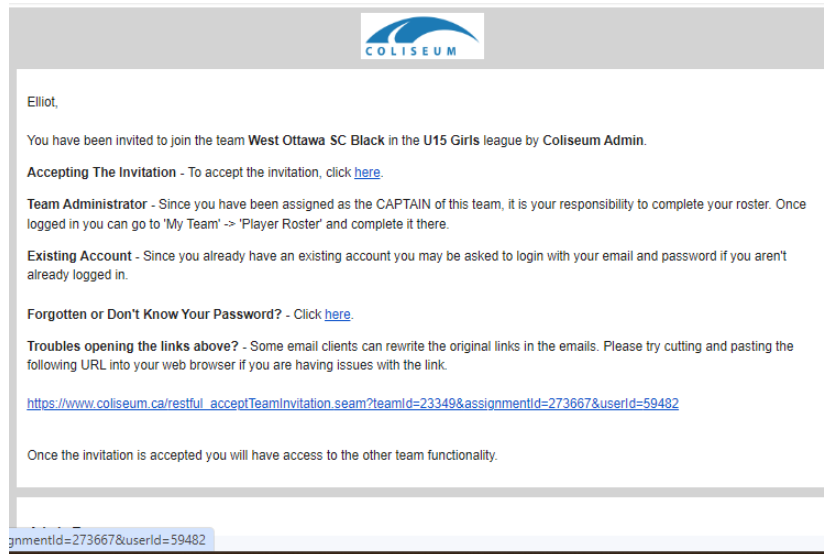
Team Official Manual

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How do I activate my account?

- Have league admin add you to the website
- Have an existing team manager or coach add you to the website (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:

Accept Online Waiver

As part of the terms and conditions with our Insurer we are required to make sure that all of our players sign (or accept digitally) a copy of our legal waiver.

A copy of the waiver can be found [here](#). You can either print it out, complete and sign, returning it to us at our next game **OR simply click the accept button below after reading.**

If you accept online, a confirmation email will be sent immediately with a copy of the waiver attached for your own personal records. If you require any further details, please do not hesitate to contact us.

Captains - It is your responsibility to make sure your roster online is complete so these waivers can be sent out to all players.

Players - **YOU WILL NOT BE ALLOWED TO PLAY UNTIL THIS IS COMPLETED (NO EXCEPTIONS)**

[View Waiver](#) [Accept](#)

Team Assignment Acknowledgement

You have been invited to join this team but have not yet accepted.

Please confirm your participation by clicking the accept button below.

[Accept](#) [Reject](#)

Coliseum

Telephone: 613-261-8286

Web site: www.coliseum.ca

E-mail: admin@coliseum.ca



How do I login?

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

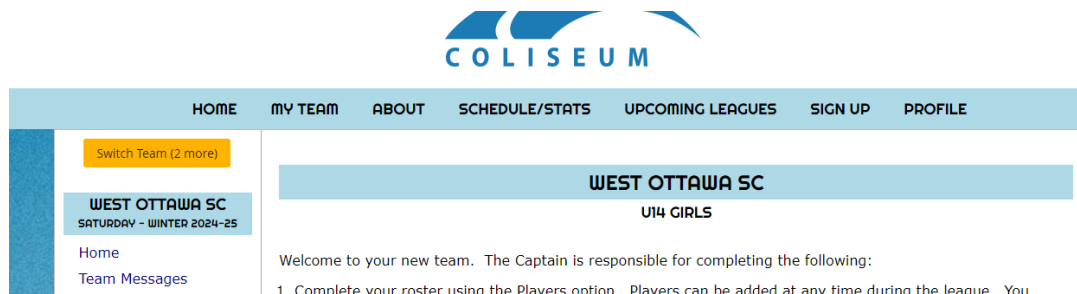


How do I view my team?

Select 'MY TEAM' from the top menu.



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



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

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

COLISEUM

HOME	MY TEAM	ABOUT	SCHEDULE/STATS	UPCOMING LEAGUES	SIGN UP	PROFILE
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WEST OTTAWA SC BLACK
SATURDAY - WINTER 2024-25

- Home
- Team Messages
- League Table
- Schedule
- Results
- Statistics
- Player Roster**
- Player Availability
- Team Photos

WEST OTTAWA SC BLACK

U15 GIRLS

Welcome to your new team. The Captain is responsible for completing the following:

1. Complete your roster using the Players option. Players can be added at any time during the league. must complete your roster prior to league kickoff and all team members must have logged in and accepted the assignment (and the digital waiver). Failure to do so may result in forfeiting of games and league.
2. Decide upon a team name and colour in the "My Team Admin" --> "Team Profile" option
3. You can change this home page content in the "My Team Admin" --> "Home Page Content" option

Paying the team fees balance - If your team has only paid the deposit for the league space, the balance of the team fees must be paid by the team captain.

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

- League Table
- Schedule
- Results
- Statistics
- Player Roster
- Player Availability
- Team Photos

OTHER

- View Policies
- View Waiver

Here is a list of all of the players on your team.

Captains - You can add players to your roster by using the action link / icon in the top right hand corner of the table below. You can remove or update a role by using the action link on the player row.

Rosters for this league are maintained by the league administrators. You can request a player to be added to the roster with the Action button on the table below (team admins only). This will then go for approval to the system administrator. Amend functions are locked.

	Name	Gender	Role	No	Pos. + Skill	Waiver?	Status	Action
▼	Elliot Barkley elliot.barkley@gmail.com	MALE	MAN		Goalkeeper ☆☆☆☆☆☆	✓	✓	Request New Player Addition

That will bring you to this page:

[League Table](#)
[Schedule](#)
[Results](#)
[Statistics](#)
[Player Roster](#)
[Player Availability](#)
[Team Photos](#)

OTHER

[View Policies](#)
[View Waiver](#)

LAST FIXTURE

[Record Result & Scorers](#)

MY TEAM ADMIN

[Team Finances](#)
[Team Profile](#)
[Game Sheets](#)
[Home Page Content](#)

Request New Player Addition

To request a new player on your roster, please complete the following details.

Please do not just guess or make up email addresses or sports engine reference numbers. If you don't know them, contact your club administrator or the EOSA. It is particularly important that you do not reuse the SE reference number of another player. These references are unique and will clash with existing players if not entered correctly and will lead to delays processing your requests.

Player Type	Child
Sports Engine ID (Starts With SE)	SEOS1234567
First Name	Elliot
Last Name	Barkley
Contact Email	elliott@123.com
Role	PLAYER
Gender	Male
Shirt Number	19

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

- Player type: Child (player) or Adult (coach/manager)
- SportsEngine ID: ex: SEOS1234567 – 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
- 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**

Why do some/all players still show as 'outstanding requests'?

There are a couple possibilities:

- We haven't approved them yet. It's a busy time of the year, so please allow for a 3-4-day turnaround.
- Eastern Ontario Soccer (EOS) haven't approved them yet. We only approve players that have been approved by the EOS
- The player(s) do not have their picture/headshot on the OS roster
- There is another issue in which case we'll follow up with you and your club

Roster Freeze

Friday, January 16th is the final day to make changes to your roster. As of Saturday, January 17th 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. 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 17th, 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
- Players playing between January 17 and the end of the season must be on a Coliseum Team Roster Report (TRR) in Sports Engine (not a call up roster, tournament team, etc.). Players 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
- Once they've done this, shoot us an email to let us know which players have been moved
- Once EOS has approved the changes in Sports Engine we'll make adjust your Coliseum roster(s)

Are call ups permitted in the playoffs?

- Yes. Teams can callup a maximum of five (5) players per game.

7-a-side Rules

Ball Size	Five (5) for U13-U18 Four (4) for U12
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
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 if their opponent scores
Substitutions	Outfield players can sub 'on-the-fly', whereas goalkeepers can only sub at the discretion of the referee
Offsides	None

Coliseum Rules

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

- 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

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 and Coliseum staff. We will follow up with you on next steps. Protests brought forward more than 15 minutes after the end of the game will not be entertained.

The Coliseum's decision may only be overturned by appeal to the EOS

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.

We are happy to discuss any issues 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 elliott@coliseum.ca with one of your club representatives copied

Callups

- Outfield players can be called up to a maximum of one (1) team per weekend.
- Teams can call up a maximum of five (5) players per game
- There is no limit on the number of times a player can be called up to an older Tier 1 team. Outside of that, outfield players can be called up to a maximum of five (5) games during the regular season.
- A team may not call up an outfield player that is registered to another team in their division.
- Tier 2 players are able to play down an age group, to a tier 1 team if they meet the age requirement (i.e., a U15T2-registered, U14-aged player can play up to a U14T1 team). Players registered to a tier 1 team cannot play down to a lower age classification, even if they meet the age requirements.
- 'House League Rosters' are a lower classification than Coliseum teams. Players registered to a House League Roster may be called to any Coliseum team they meet the age requirements for (i.e., a player registered to a U14 House League Roster can be called up to any U14 or older team). They are not permitted after the roster freeze
- There are no callup restrictions for goalies. They can play in any game provided they satisfy the age requirement.

Rosters

- Minimum: Seven (7) players
- Maximum : Eighteen (18) players
- All players must have a picture/headshot

Card Check

EOS requires that all players have their picture (headshot) on their team's Ontario Soccer roster. **Each team must have a copy of their official TRR with them at every game.** It is the coach/team manager's responsibility to perform card check of their opponent's players. This must take place before the game. Any issues must be noted on the gamesheet.

Discipline

Suspensions

- Coach, manager and club will be advised of a player's suspension via email the Tuesday after their game.
- Teams have 48 hours to appeal via hearing. To appeal email admin@coliseum.ca

Appeal

- There is a \$50.00 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 6:30-8:30pm
- 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. Games sheets will be available at the front desk - just inside the entrance of the dome to your right.

Here are the reasons you'll need to update your gamesheet:

- Jersey numbers: You haven't added them yet or there are changes
- Callups: Callups must be handwritten on the bottom section of the gamesheet
- 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.

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

Most importantly... ALL players that are playing must be listed on the gamesheet!

Scheduling

Number of Games

All grassroots U12 & U13 teams will play 12-games.

All teams will play 14-games.

- Regular season: 12-games
- Playoffs: 2-games

Important dates

- November 1-2: Season start date
- December 27-28: Holidays no games
- February 14-15: No game Family Day (inclement weather & reschedules*)
- February 16 (Monday) 8am-4pm used for reschedules
- February 21-22: Playoff semifinals
- Feb 28-Mar 1: Playoff finals (season end date)
- Mar 7-8: Contingency date

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:

- Roughly a weekend off every month for U12 & U13
- Up to 3x bye weeks for U14-18
- 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

****The schedule for the first two weeks (Nov 1-2 & 8-9) will be posted by Monday, Oct 27****

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 20-minutes before the start of the first game.

Warmup/Cooldown Space

Teams can warm up along the outside of any of the three fields.

Parking

Parking passes are required at this location. Your coach or team manager can pick up your team's passes at the RA Centre starting November 22-23.

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

Times, Parking & Warmup/Cooldown Instructions

This information will be communicated directly w said teams closer to the day of the game