

GAME SHEETS

Game Sheets are a legal record of the game played and must be filled out completely and correctly. We recommend that one Team Official take responsibility for the team's game sheets to ensure consistency and accuracy. Fines will be issued for incomplete sheets.

A Team Official creates the **Game Sheet** under Team Management in their SOSA League Management account.

Pre-season set-up:

- Activate the team account. Must be done by the Head Coach. All Team Officials then activate their own accounts, updating their qualifications and OS number for each team they are rostered to. Contact information must also be completed.
- Competitive - Enter a Team Roster, including player name, date of birth, OS #, and jersey number.
- Grassroots - The Club adds players to a Club roster for teams to select players from.

During the season:

- Create and print three copies of the **game sheet** weekly
- Each team official present at the game **MUST** sign the sheets
- Strike off the name of any team official or player not at the game
- Check that the sheet is complete with scorers and final scores at the top. Both Competitive and Grassroots teams must have this, even though Grassroots teams do not publish the scores and scorers.
- Keep one copy of each team's sheet until the end of the season
- Call-Up players' names will be printed on the sheet after they are approved by the Club and *only* their number may be handwritten (*Please give your Club as much notice as possible to get your Call-Up players approved.*)
- Teams do not need to submit copies of the **Game Sheets**. Referees do this on Ref Centre. Teams complete the post-game Report on the LMS.
- **DETAILED INSTRUCTIONS FOR GAME SHEETS ARE ON THE FOLLOWING SLIDES IN MULTIPLE FORMATS. PLEASE USE THEM AS YOUR GUIDE.**

SOSA League Game Sheet Checklist

1. Be sure the game number/date printed at the top is for the correct game.
2. All of your player information that you entered into the League Management System (LMS) will appear on your game sheet. You can choose to check/uncheck players and Team Officials from your roster list or Open Roster before you generate the game sheet.
3. If you have Call-Ups and the permit was done correctly and approved by your Club, the player's name and OS# will print on the game sheet with (Call-Up) after their name. You only need to write in their jersey number. Please read Sections 5 & 6 of SOSA Rules for Call Ups.
4. If you're using a TEP/STRP, you must neatly print the player's name, OS#, YOB, and jersey number on the game sheet. Please also print TEP or STRP after their name.
5. If you printed players or Team Officials on the game sheet and they were not present at the game, neatly ~~strike through~~ their name.
6. The Team Official who generated the game sheet must initial the centre box. Their name should also be included in the Team Officials box. This is how we know who to get in contact with should there be questions about the sheet.
7. The Team Official who does the Player ID Check must initial the OPPOSING team's game sheet, and check whether they were given a printed TRR, a digital TRR or not given a TRR to do the check.
8. **NEW FOR 2027** - if while doing the check you notice a discrepancy between the TRR and the game sheet, ask the Referee to check that box in the Referee Information.
9. Before your first game, every Team Official needs to be sure their OS# is in their profile on the LMS. If they coach more than one team, they will need to enter it on each profile.
10. Each Team Official must sign the game sheet for themselves. Another Team Official may not sign for them, nor can an electronic signature be used.
11. Do not change any information printed on the game sheet. If a jersey number needs to be changed, be sure it is legible.
12. If there is anything out of the ordinary, make a neat note on the bottom of the game sheet *and* email the League Manager.

A labeled diagram of a Game Sheet is on the next page for you to see the location of these numbered checklist points.

Please compare the blue numbers to item numbers on the Game Sheet checklist. (Page 1)

Game Sheet Acronyms, Terms and FAQ

OS# = Ontario Soccer number, sometimes called a Registration number. It consists of the letters OS followed by ten digits. It can be found on your Team Roster Report. Every approved player and Team Official has one. They were changed in 2026, so if you had an SEOS number, it is no longer valid.

TRR = Team Roster Report. This replaced the old system of Player books. Each approved team has all of their players and Team Officials on one page. Please print this page (*preferably in colour*) and laminate it or insert it into a protective sleeve. A printed copy must be presented to the opposing Team's Official who does the Player ID Check before every game.

TEP = Temporary Eligibility Permit. This is for players U14+ only. It entitles a player to play for a registered Club Team of *a Club other than the one with which they are registered* in a game of any registered league or sanctioned competition. Grassroots players (U13 and younger) are not eligible for a TEP. You may find outdated references still to a TRP which is the same permit.

STRP = Short-Term Registration Permit. This is a temporary registration form used for unregistered players to participate in sanctioned games. It may be used in any age group.

LMS = League Management System. This is the website you log into to get all your Club and Team information, as well as create game sheets and complete game reports. Only rostered Team Officials may have accounts in the LMS.

Call-Up - this is a player you borrow to your team when you are short on rostered players. **For Grassroots teams up to U13, Canada Soccer rules do not allow for Call-Ups from younger age groups.** These teams may call up from the Club's house league. For Competitive teams U14 and older, they may call up from their Club's house league, or from a younger Competitive team. An exception is that U14 teams may *not* call up from the U13 division as they are Grassroots age.

Fast Track - this is the process for players to be assessed and permitted to play with an older age group in Grassroots age groups. The youngest allowed is Under-7 to play in U8. The oldest is U12 to play in U13, as Grassroots players may not play in Competitive (U14+).

Q: Why is SOSA so strict with game sheet completion?

We cannot be at every field for every game so we must rely on game sheets being completed accurately to ensure only registered and insured players are on the field. In the case of insurance claims or lawsuits, game sheets are used as evidence and must be complete, accurate and legible.

Q: Why are game reports done in Grassroots when there are no scores or standings kept?

It is standard procedure in all Ontario Soccer clubs. This is a double-check of the game sheet submission for referee pay, for game completion and sets good habits in place for when teams are U14+.

Q: Why must we do three copies of the game sheet?

Referees sometimes lose sheets, forget to upload, or have an illegible copy due to rain. We often contact coaches to send us their copy of the game sheet so it is important both coaches keep theirs until the end of the season.

Q: Why do you fine for game sheet infractions?

It is standard procedure in all Ontario Soccer clubs. Asking for compliance with rules does not work for everyone. The fine structure and amounts for fines has been approved by the SOSA Board and all Clubs.

Please read the SOSA Rules and Regulations, Sections 7-8-9 for further information.

Fines with an asterisk progress with each offence; start at \$25, then \$50, then \$75.

SECTION	RULE INFRACTION	FINE
7.01*	Failure of team to provide three game sheets	\$25/50/75
7.02*	Handwriting Team Official or player information on game sheets <i>(if no notice of technical difficulties or not for a TEP or STRP)</i> .	\$25/50/75
7.05*	Failure of Team Officials who did participate in the game to sign the game sheet, or a Team Official signs the game sheet for someone else	\$25/50/75
7.06*	Failure to strike the names of players or Team Officials who did not participate in the game from the game sheet.	\$25/50/75 per name
7.07	Failure to provide a game sheet generated from the system <i>(if no notice given of technical difficulties)</i>	\$50 per game
7.09*	Failure to note the player's ineligibility on the game sheet <i>(i.e. failure to perform the Player ID Check)</i>	\$25/50/75
8.01	Failure of a team's Head Coach to produce a printed copy of the team's OS Team Roster Report	\$50 per occurrence
8.02	Failure to complete a Player ID check <i>(review the opponents' TRR and game sheet, plus any TEP/STRP, see Appendix A)</i>	\$50 per occurrence
8.03*	Failure to report to the Match Official and make a notation on the game sheet that there is a discrepancy in a player's paperwork	\$25/50/75
8.09	Failure of a team's Head Coach to protest an opposing player's ineligibility on a game sheet	\$100 and discipline hearing
9.01 (a) 9.01 (b)	Failure to complete the game report on LMS within <i>(a) 48 hours</i> . If the report is still not done within <i>(b) 7 days</i> after the game and SOSA completes it from the referee's game sheets, a second fine will be levied.	a) \$50 Grassroots \$100 Competitive b) \$250