



SOSA Team Officials Meeting

May 3rd, 2016



Agenda

- Introduction
- Communications
- Schedules
- Team Section- Website
- Unlimited Rosters
- Discipline
- Retreat Line
- Questions



Communication Model

Inbound

- Parents & Players
- ↓
- Team Officials
- ↓
- Club Rep
- ↓
- General Manager
- ↓
- Directors

Outbound

- Directors
- ↓
- General Manager
- ↓
- Coach (cc Club rep/president)
- ↓
- Parents & Players

Questions, Complaints, concerns and other matters must be communicated to the appropriate club representative.

DO NOT RESPOND TO EMAILS FROM THE WEB SITE GENERATOR



Getting ready for the new season

- The SOSA League operates extensively via the website and email.
- To prepare your team for the season you need to:
 - Activate your account
 - Ask up to 3 team officials to also activate their accounts
 - Enter your team roster, DOB and OSA#
 - Enter your staff that may be on the bench (max 4)
 - Enter your players shirt #'s
 - Familiarize yourself with the website tools



Managing your Schedule



Schedules

- Draft schedule is now published
- Please review your teams schedule and report any issues to admin@sosaleague.ca
- Between may 4th and may 11th we will correct the draft schedule
- Final schedule released may 12th- no changes possible after this date
- The **rules for requesting changes** to the schedule are covered in the next slides
- Changes will occur over the next week as problems are identified- So continue to check your schedule
- Please pay special attention to the game fields and game nights-they may vary from your usual
- **Season will start May 23rd – pending fields opening**



Your Schedule

**YOU are responsible for
managing your schedule**



Reschedule Requests

- A team is permitted **one (1)** reschedule per season according to the following procedure:
 - Please Review Rescheduling Process in 4 below
 - No weekend games can be rescheduled. Changes to weekend games can be made for any reason prior to the first day of the season.
 - Requests for Team Choice reschedules must be made before August 1st of each season. Scheduled games after August 1st can be rescheduled, but they must be rescheduled prior to August 1st.



Arranging a rescheduled Game

- a) The rescheduled game shall be rescheduled within 14 days of the approval of the request to reschedule and must be played before the division end-of-season date as defined in the Bylaws. The last two (2) regularly scheduled games must be played before the originally scheduled game date. Note: Teams may not accept or schedule another game on the same day they had previously asked to have their game to be re-scheduled.
- b) When a game is rescheduled for any reason the SOSA League will appoint one of the teams as being responsible to complete the reschedule process. Under normal circumstances the following shall apply without the SOSA League notifying the teams:
 - i. Request to Reschedule – Team Choice or Other Reasons -the team requesting the reschedule shall be responsible for rescheduling; or
 - ii. Reschedule by the League -the Home team shall be responsible for rescheduling.
- c) The teams work together to agree on a date. At a minimum, the Home team is required to provide three (3) for the Away team to choose from.



Rescheduling- Con't

Note: Reschedules for U18 teams must be before August 21st.

d) Once the game is agreed upon:

- i. The Home team then sends an email to the Away team with the details: game number, new game date, home team, away team, field, start time.
- ii. The Away team forwards the email to the league at admin@sosaleague.com (cc the Home team). The SOSA League now has confirmation from both teams that the date is acceptable.

• Rained out games must still be rescheduled. The league will add a new game number to replace the rained out game. The same rescheduling process will apply for rescheduling.

*****Note: If this process is not followed the game will not be scheduled/rescheduled. *****



End of Season date

- The end of season date is **Sunday September 4th, 2016**
- No games will be played after this date except for games postponed or abandoned within 7 days of the end of the season date
- The outcome of any un-played games will be decided by the league



Team Section - Website



Team Section

- Once you log into the website as Team staff there will be many things you can do and need to do. We'll cover the essentials:
 - Game sheets: Print game sheets
 - Suspensions: view suspensions
 - Game report: complete game reports
 - Playing up permit: request/ cancel/ see status of PuP's
 - Add to squad: add players to team
 - Modify squad: modify player info
 - Delete Player: delete a player
 - Shirt numbers: update to show on gamesheets
 - Player privacy: individually select the privacy level for a player
 - Modify scorer: modify scorer for a game
 - Modify shutout: modify who got the shutout
 - Change Uniform: change uniform colours
 - Request Reschedule: request a rescheduled game



Players and Staff

- Players and team staff are entered on the website so they can be printed on the game sheet
- The SOSA league is required to verify players and staff are eligible to play
- To be eligible to play, both players and staff **must be** registered with the OSA
- Anyone listed on the game sheet is deemed to have played in the game
- It is your responsibility to ensure only registered players and staff are on the game sheet



Playing Up



Playing Ups

- Details on who is eligible are contained in the rules and regulations
- It is your responsibility to ensure that the player you request to play up meets the eligibility requirements
- If you play a player who is ineligible it **will** result in a disciplinary hearing
- Only players typed on the game sheet are eligible to play
- No additional PuP form is required as the play up is printed and identified on the game sheet

The exception for handwritten names are for Temporary Registration Permits (playing from club to club) or Trial Permits and obtained from District association



Playing Up – Development

- A player registered in the Under-8 to Under-12 age classifications may play for a team in a higher age classification only under one of the following conditions:
 - a player registered in the Under-8 age classification may play up to an Under-9 aged team
 - a player registered in the Under-9 age classification may play up to an Under-10 aged team
 - a player registered in the Under-10 age classification may play up to an Under-11 aged team
 - a player registered in the Under-11 age classification may play up to an Under-12 aged team
 - a player registered in the Under-12 age classification may play up to an Under-13 aged team
- Providing that:
 - the player is playing for a team within the same Club
 - written permission from the Club's Technical Director or Club Head Coach has been submitted to the District Association
 - There are no more than two under aged players playing for each older aged team.
 - A player registered in the Under-7 or younger age classification may not play up to an older aged team.
- **A player who is registered to a team in a higher birth year may NOT play for a team in their own birth year. I.e. U10 player who is registered and playing U11, may not be called down to play U10 even though they meet the age requirements.**



Playing Up - Competitive

- Any ERSL Regional (formerly known as L3) are not permitted to play in the SOSA League.



House League Call-ups

- House league players to be used as Call-ups through the website
- Added by Club Administrator
- Once added they will be available for team to as call-ups
- Once a team has requested PuP, an email will be sent to Club Reps
- The club rep will login and approve or decline the PuP-**some clubs have internal rules for approval; the league will not approve PuP's**
- If it is approved the player will be printed on the gamesheet and eligible to play



Playing Up Permits

SOSA League: My Team: Pl... x +

sosaleague.com/MyTeam_PlayingUpPermit.aspx

7996

LOG IN You are logged in as Erin Byers [Log Out](#)

[Home](#) | [About](#) | [My Team](#) | [Games](#) | [Contact](#)

- Next Game
- Statistics
- Results
- Schedule
- Roster
- Player Availability
- Scoring Pie
- Team Notices
- Contact Player
- Contact Coach
- Email Team
- Change Team
- My Details
- Help

Coach Options

- Help
- Post Tryout
- Game Sheets
- Blank Gamesheet
- Suspensions
- Game Report
- Playing Up Permits**
 - Add to Squad
 - Modify Squad
 - Delete Player
 - Shirt Numbers

How to generate a Playing Up Permit (PUP)

The PuP process is completed entirely through the website so there is no requirement for a separate PuP permit. Players approved for PuPs will be printed on the gamesheets and identified on the gamesheet as (Play Up Permit).

1. Click on the 'Add New Permit' button.
2. You will then be asked to select the game that you require the permit, the team the player is registered with and then the name of the player. Click the 'Next' button
Note: House league players must be added by your Club Administrator before they are available to Play Up.
3. You will then be asked to confirm your selection. If it is correct click the 'Submit' button
4. An email request has now been sent to your Club Representatives asking them to approve or decline your request. When they have done so you will receive an email informing you of their decision.
5. If the request was approved, the PuP players will be on the gamesheet when printed.

Please note that the PUP tool does not ensure that the player you have requested is eligible to play for your team. You must still check the ERSL bylaws to see if the player is eligible. If you play an ineligible player you may face discipline.

[Add New Permit](#)

The following are your team's playing up permit requests.

Name	Date Req	Req By	Game	Status	Approval Date
Status Legend					
Requested:	Waiting for your club's approval				
Approved:	Your club has approved this request				
Not Approved:	Your club did not approve this request				



Playing Up Permits

- House League Selection

About	My Team	Games	Contact
Select Game:	<input type="text"/>		▼
Select Team:	House League		▼
Select Player:	<input type="text"/>		▼

- Click next
- In the next window, click Submit and an email will be sent to the Club Rep



Playing Up Permits

- The approval status is displayed for the coach

The screenshot shows a web browser window displaying the Sosa website. The page title is "How to generate a Playing Up Permit (PUP)". The user is logged in as Erin Byers. The page contains a list of instructions for generating a PUP, a note about eligibility, and a table of playing up permit requests. A red oval highlights the table header and the status legend.

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------	----------	--------	------	--------	---------------

Status Legend

- Requested:** Waiting for your club's approval
- Approved:** Your club has approved this request
- Not Approved:** Your club did not approve this request



Call Up Permits

- i. If a player is both a competitive and a recreational player, he/she may only be called up from the competitive team.

- ii. If a player is registered to a team playing in an age division which is older than their chronological age, they may be called up to a team in an age division equal to their true chronological age, provided that the team to which they are being called up to play at a higher level than the team to which the player is registered.

- iii. Example: a true U14 player is registered to a U15 District competitive team. That player may be called up to a team playing at the U14L3 and U14L1. In short, **age correct, level up.**



Game Sheets



Game Sheets

- Before each game you have to create a set of 3 game sheets
- These are only available via the website
- The game sheet is an official document of the game so please **ensure you complete the form accurately and completely**, and make sure the referee also completes their section accurately.
- Initial having done card check
- **ALL** bench staff shall sign the game sheets
- If staff or players are not on the game sheet they cannot be on the bench
- If players or bench staff are absent, please cross them off the game sheet
- Give the game sheets to the referee at least 15 minutes before kickoff.



Game sheets- Select the Players

[About](#) | [My Team](#) | [Games](#) | [Contact](#)

Select the players that you would like to appear on the game sheet:

#	Player

If the listed PuP(s) are not required for this game, return to the PuP page and delete the requests. Or put a delete link like on the PuP page next to the PuP on the Game Sheet selection page

Select the team officials you wish to appear on the game sheet.

Team Official	Position
<input checked="" type="checkbox"/> Erin Byers	Team Head Coach

- Select players for the game sheet
- Note: PuP player will now be shown
- If you do not require the PuP you will need to go to the PuP page and delete them
- **DO NOT** add PuP to your roster



Game sheet- Select the Staff

- Only 4 staff can be on the game sheet and on the bench
- However, You can have more than 4 staff sign up for your team



District Development- Unlimited Rosters



Unlimited Rosters- Input

- All players in the U9-U12 age groups must be input but a Club Administrator through the Club section of the website
- Number of games players have played will be tracked



Team View- Generate Game Sheet

- Teams Generate Game Sheet as they normally would

The screenshot shows a web browser window with the URL `Team_GameSheet.aspx`. The page features the Sosa League logo and navigation menu. The user is logged in as Erin Byers. The main content area displays a dropdown menu for selecting a game, currently set to "Apr 17 - Manchester United", and a "Next >" button. A sidebar on the left contains a "LOG IN" button and a list of navigation links: Home, About, My Team, Games, Contact, Next Game, Statistics, Results, Schedule, Roster, Player Availability, and Scoring Pie.

Team_GameSheet.aspx

SOSA LEAGUE

LOG IN You are logged in as Erin Byers [Log Out](#)

[Home](#) | [About](#) | [My Team](#) | [Games](#) | [Contact](#)

Please select a game below and press next to generate game sheets:

Apr 17 - Manchester United ▾

[Next >](#)

If you need to update your players shirt numbers, please [click here](#).

Next Game
Statistics
Results
Schedule
Roster
Player Availability
Scoring Pie



Choosing Players

About | **My Team** | **Games** | **Contact**

Select the players that you would like to appear on the game sheet:

#	Player
<input type="checkbox"/>	0 Sam ROONEY
<input type="checkbox"/>	0 Felicia DE GEA
<input type="checkbox"/>	0 Daron VAN PERSIE
<input type="checkbox"/>	0 Kim EVANS
<input type="checkbox"/>	0 Nadya SHAW
<input type="checkbox"/>	0 Jenna SMALLING
<input type="checkbox"/>	0 Fatima HERNANDEZ
<input type="checkbox"/>	0 Stephanie DI MARIA
<input type="checkbox"/>	0 Anna POWELL
<input type="checkbox"/>	0 Liz YOUNG
<input type="checkbox"/>	0 Sarah ROJO
<input type="checkbox"/>	0 Erin JAMES
<input type="checkbox"/>	0 Alison THORPE
<input type="checkbox"/>	0 Kimberly KEANE

If the listed PuP(s) are not required for this game, return to the PuP page and delete the requests. Or put a delete link like on the PuP page next to the PuP on the Game Sheet selection page

Select the team officials you wish to appear on the game sheet.

Team Official	Position
<input checked="" type="checkbox"/> Erin Byers	Team Head Coach

- Choose which players you will have on your game squad
- Players with an **X** means they are already chosen for a game that night
- Teams are restricted to 14 players max



Completing Game Sheet

About | **My Team** | **Games** | **Contact**

Select the players that you would like to appear on the game sheet:

#	Player
<input type="checkbox"/>	0 Sam ROONEY
<input type="checkbox"/>	0 Felicia DE GEA
<input type="checkbox"/>	0 Daron VAN PERSIE
<input type="checkbox"/>	0 Kim EVANS
<input type="checkbox"/>	0 Nadya SHAW
<input type="checkbox"/>	0 Jenna SMALLING
<input type="checkbox"/>	0 Fatima HERNANDEZ
<input type="checkbox"/>	0 Stephanie DI MARIA
<input type="checkbox"/>	0 Anna POWELL
<input type="checkbox"/>	0 Liz YOUNG
<input type="checkbox"/>	0 Sarah ROJO
<input type="checkbox"/>	0 Erin JAMES
<input type="checkbox"/>	0 Alison THORPE
<input type="checkbox"/>	0 Kimberly KEANE

If the listed PuP(s) are not required for this game, return to the PuP page and delete the requests. Or put a delete link like on the PuP page next to the PuP on the Game Sheet selection page

Select the team officials you wish to appear on the game sheet:

Team Official	Position
<input checked="" type="checkbox"/> Erin Byers	Team Head Coach

- Choose which team officials need to appear on the game sheet
- Click next



Game Sheets

SOSA LEAGUE

LOG IN You are logged in as Erin Byers Log Out

Home About My Team Games Contact

Next Game
Statistics
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Scoring Pie
Team Notices
Contact Player
Contact Coach
Email Team
Change Team
My Details
Help

Coach Options
Help
Post Tryout
Game Sheets
Blank Gamesheet

Create a Game Sheet

You need 3 copies of the game sheet.
Click on the link below to open up a game sheet in a new window.

[Create Game Sheet](#)

Game Sheet Process:

Please ensure that all players listed on the game sheet play the game. The ERSL will assume that a player who is listed on the game sheet did take part so scratch a players name if he does not attend.

Sign all 3 game sheets and give 2 of them to the referee before kick off and the third one to the opposing team so that they can carry out a card inspection.

The referee will complete the 2 game sheets after the match and return 1 copy to you. You should keep this for your records so that you can complete a game report correctly.

If you see any errors on your game sheet please inform the referee so that the errors can be corrected

Click on create game sheet



Game Sheet

SOSA League My Team: G... x Game Sheet x +

sosaleague.com/MyTeam_Gamesheet_Print.aspx

SOSA League
Game Sheet For: Manchester United

Date: Apr 17, 2015
Game #: 2
Div: Girls Under 17
Field: Alcan
K.O.: 18:00

Home Team: Manchester United	Score:	Away Team: Manchester United	Score:
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#	Player's Name	OSA	DOB	G	Y	R
0	Sam ROONEY	123456	1998-10-10			
0	Felicia DE GEA	542174	1998-12-01			
0	Daron VAN PERSIE	214578	1998-04-10			
0	Kim EVANS	352151	1998-07-14			
0	Nadya SHAW	425154	1998-06-03			
0	Jenna SMALLING	512847	1998-02-02			
0	Fatima HERNANDEZ	545875	1998-12-24			
0	Stephanie DI MARIA	451147	1998-07-06			
0	Anna POWELL	659852	1998-02-09			
0	Liz YOUNG	659522	1998-10-21			
0	Sarah ROJO	198754	1998-05-05			
0	Erin JAMES	215469	1998-03-31			
0	Alison THORPE	521225	1998-12-01			
0	Kimberly KEANE	125365	1998-09-05			

I certify that all the above players are properly registered with the District Association
Initial: _____

Position	Name	OSA #	Signature
Team Head Coach	Erin Byers		

Referee Instructions

Upon conclusion of the game, the referee will complete the game sheet and provide each team with their own copy.

Completed sheets to be mailed within 24 hrs to:

Southeast Ontario Soccer Association
1973 Old Carp Rd
Carp, Ont, K0A 1L0
Fax: 1-613-317-7575
Email: admin@sosaleague.com

To be completed by the referee:

1. Game delay (if any) caused by: _____

2. Protest lodged before game?:
 Yes No
If yes by whom: _____

3. Were player cards checked?
 Yes No

4. Did home team provide 2 goal nets?
 Yes No

5. Did home team provide 4 legal corner flags?
 Yes No

6. Did team have correct uniform?
(home team change if there is a clash): _____

- Players and their details are now listed
- Jersey numbers will have to be entered for each game



Player Book



Player Book Inspections

- Player book inspections are **NOT** optional and **MUST** be carried out before kick off of every game
- If a player does not have their Player Book, they are ineligible to play
- Any issues, have the referee mark them on the game sheet, make sure you get a copy at the end of the game, scan and email it to jsagriff@soccer.on.ca or it can be dropped off at the District Office
- You cannot stop a player from playing, however, issues noted on the game sheet will be investigated by the SOSA League and will lead to discipline as required



Team Staff Id Cards

- The OSA requires that all team officials have an ID card/Book
- Clubs, not SOSA League, are responsible for selecting capable team staff for each game.



Game Sheets

- Game sheets have been modified to list the card Offences
- The Referee will indicate on the game sheet the offence so the players coaches will know what the potential discipline is
 - a) Serious foul play
 - b) Violent conduct
 - c) Spits at the opponent
 - d) Denies an obvious goal scoring opportunity by hand ball
 - e) Denies an obvious goal scoring opportunity by foul
 - f) Offensive or insulting language/gesture
 - g) Receives a second caution
- Hearing requests must be submitted within 72 hours
- Any coach ejected during a game will also have 72 hours to as for a hearing – **DO NOT** return to the field.



Game sheets and Discipline

Game Sheet x

sosaleague.com/MyTeam_Gamesheet_Print.aspx

I certify that all the above players are properly registered with the District Association
Initial: _____

Position	Name	OSA #	Signature
Team Head Coach	Erin Byers		

Suspended Players

None

Referee Instructions for Red Cards
When a red card is issued please enter a code in the R column to show the offence as follows:

A. Serious foul play	E. Denies an obvious goal scoring opportunity by foul
B. Violent conduct	F. Offensive or insulting language or gesture
C. Spits at an opponent	G. Receives a 2nd caution
D. Denies an obvious goal scoring opportunity by hand ball	

3. Were player cards checked?
 Yes No

4. Did home team provide 2 goal nets?
 Yes No

5. Did home team provide 4 legal corner flags?
 Yes No

6. Did team have correct uniform? (home team change if there is a clash):
 Yes No

Referee:
AR #1:
AR #2:



Game Reporting

- Following the game, collect your copy of the game sheet from the referee
- Use this report to enter the game report via the web site
- **You must submit your report within 24 hours**
- As soon as **both** team officials have submitted a report the standings are updated
- So if your result is missing don't contact the league – contact your opponent



Game Reporting Rule

- In the past many have been negligent in reporting game results so there is a rule:
- ***Each Coach shall be responsible for entering the game report, including the score, cards issued by the Referee as well as the game feedback on the SOSA League website within twenty-four (24) hours of completion of the game. If the game report is not entered within seven (7) days, the League will utilize the game sheet received from the Referee to complete the game report.***



Protests

- If you wish to play a game under protest you must inform the referee prior to kick off and ask him to indicate it on the game sheet
- Following the game you must submit the protest fee of **\$50.00** within **48 hours**
- You will be notified if your protest is valid or not
- No protests pertaining the decision of the game official shall be entertained
- Objections to field condition, goalposts, balls or team colours will not be considered as grounds for protest



Discipline



Discipline

- The OSA discipline policies and procedures are used by SOSA League
- There are 2 Processes:
 1. Discipline by Review (DBR)
 2. Discipline by Hearing (DBH)
- Following a red card the player can request a hearing within 72 hours of the game, otherwise a discipline by review occurs
- The League may also request the individual to attend a hearing

Coaches need to be reminded that regardless of age – players and parents are their responsibility



Discipline by Review (DBR)

- The SOSA league discipline Committee will review all red and yellow card reports and issue a suspension according to the OSA policy.
- You can not appeal the outcome of a DBR decision.
- In 2016, SOSA League will use the DBR.



Discipline by Hearing (DBH)

- Discipline hearings when required are held in Kingston
- The hearing dates for 2016 will be posted under the discipline section of the website
- At least 3 people will sit on the panel
- You will have to pay a \$50.00 fee to request a hearing. It is only returned if the individual is found not guilty
- You can appeal the outcome of a DBH decision to the District.



Suspensions

- The league will tell you when a player is suspended
- Do not sit out a player and then expect that to count in a suspension
- A coach will receive email notification of a suspension and given instructions for how he can retrieve the letter from the web site
- The game sheet will also indicate all suspended players on your team
- Where disciplinary action results in suspension, the suspension shall not commence prior to 7 calendar days from the issue of the notice of discipline
- Example: a player is issued a suspension notice on Friday would serve the suspension for the game(s) scheduled on or after the following Friday



Retreat Line



Retreat Line

- SOSA League will be using the Retreat Line for U9 to U12 in 2016.
- Options for Goalkeepers - 7v7/9v9
- When the goalkeeper has the ball at a goal kick or after making a save the opposing team members would "retreat" to the predetermined area of the field.
- The predetermined areas are as follows:
 - 7v7 – 1/3rds line
 - 9v9 - 1/3rds line
- With the opposition retreating to the correct part of the field the goalkeeper can now successfully throw or pass the ball to a team mate.



Retreat Line

- Once the player receiving the ball from the goalkeeper receives the ball, the ball is in play and the opposition players can pressure and attempt to win the ball.
- If the goalkeeper chooses not to wait for the opposing players to "retreat" and throws or passes the ball down the field, the ball is instantly in play and does not require a player from the goalkeeper's team to touch the ball first.
- The ball is in play once it leaves the penalty area All opponents must be behind the retreat line and cannot cross the retreat line until the ball:
 - Is touched by a player of the team taking the goal kick OR,
 - Leaves the field of play OR,
 - Goes over the retreat line. (If the goalkeeper chooses to play the ball across the retreat line prior to the opposition crossing the retreat line)
- More information can be found on the SOSA League website under About Us



Final Standings – Tie Breakers

- If two or more teams in an Age Group are tied in points at the end of the League schedule, then the tie-breaker to determine the team standing shall be determined in the following order:
 - The team with the most points in the head-to-head games played between the tied teams shall be declared the winner of the tie-breaker;
 - The team with the highest goal differential (GF minus GA) in the head-to-head games played between the tied teams shall be declared the winner of the tie-breaker;
 - The team with the most wins in all regular season games shall be declared the winner of the tie-breaker;
 - The team with the least goals against in all regular season games shall be declared the winner of the tie-breaker;
 - If the position is relevant for determining the division champion or the team's eligibility for promotion to a higher level league or division, and if steps a), b), c) and d) do not break the tie, a playoff shall be required between the tied teams, to be played at a neutral site under the direction of the SOSA League (e.g. referee and assistant referees appointed by SOSA League). The game duration shall be the same as specified in these Rules and Regulations for the Age Group of those teams. If the game is tied at the end of regular time, then the game shall be decided by penalty kicks.



Questions??

Questions??



**HAVE A GREAT
SEASON**