



**ONTARIO**  
CUP 2019

**MAY 15, 2019**

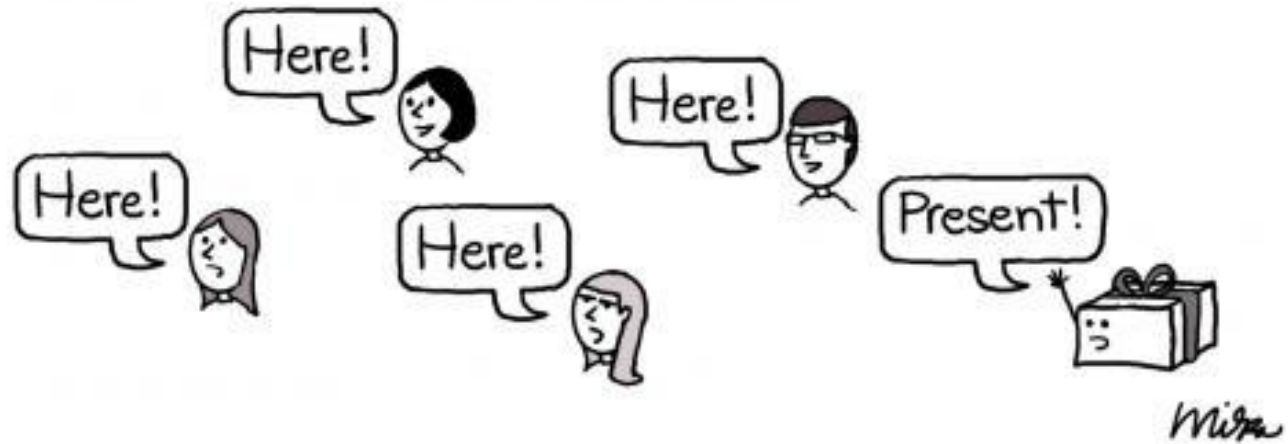
# **HOST WORKSHOP AND WEBINAR**



# WELCOME!!

## WHO'S ON THE LINE?

- Club Administrators
- Tournament Hosts
- District Ontario Cup Coordinators
- District Administrators
- Ontario Soccer Staff
- Other!



# AGENDA

- About the Ontario Cup
- Points of Contact/Roles and Duties
- Online Management System for Ontario Cup
- Tournament Procedures
  - Step By Step Guide
- Referees and the Ontario Cup
- Discipline
- Troubleshooting
- Ontario Cup Competition Rules
- Questions and Answers





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# ABOUT THE ONTARIO CUP

# ABOUT



- **The Ontario Cup is Canada's largest and longest standing competition of it's kind, beginning in 1901**
- **This year, we have 430 teams in 16 divisions**
- **10 divisions have tournament rounds (six are knockout)**
  - *In those 10 divisions, 288 teams will take part in the Tournament Rounds. Of those teams:*
    - *Only 80 will continue to the Quarter-Finals*
    - *40 will compete in the Semi-Finals*
    - *20 will compete at the Soccer Centre in the Finals*





# ABOUT cont'd

- ***For 72% of these teams, the Tournament Round is their only Ontario Cup experience***
- **Many factors will determine a team's satisfaction with the tournament, including (but not limited to):**
  - *Quality of facilities and fields*
  - *Match Official quality*
  - *Communication from tournament host*
  - *Tournament organization and atmosphere*
- ***As the 'face' of the Ontario Cup, we are asking hosts to ensure delivery of a high quality event***





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**WHO'S WHO!**

# POINTS OF CONTACT

- **D.O.C.C. (District Ontario Cup Coordinator)**
  - Phone number can be found in your Tournament Host Manual
- **District Administrator**
- **Ontario Soccer Staff**
  - 905-264-9390
    - Robyn McComb x 227 or [rmccomb@ontariosoccer.net](mailto:rmccomb@ontariosoccer.net)
    - Erik Espinola x 288 or [eespinola@ontariosoccer.net](mailto:eespinola@ontariosoccer.net)
    - Robyn Gmeindl x 230 or [rgmeindl@ontariosoccer.net](mailto:rgmeindl@ontariosoccer.net)





# ROLES AND DUTIES

- **D.O.C.C.'s**
- **Discipline Chairs**
- **District Administrators**
- **District Referee Coordinators (DRC)**
- **Tournament Hosts**
- **Ontario Soccer Staff**





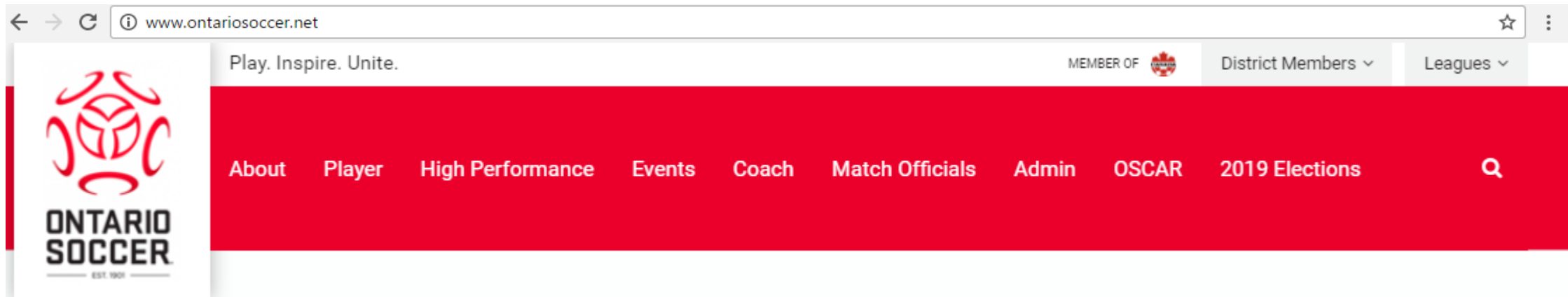
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# **ONTARIO CUP WEBSITE - CONVENOR GUIDE -**

# WEBSITE OVERVIEW – Ontariosoccer.net



- **Ontariosoccer.net** is the website of Ontario Soccer
- The Ontario Cup section (under Events) is where you will find draw charts, rules, teamsheets, entry form, and general Ontario Cup information





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Player

High Performance

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2019 Elections



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Ontario Cup ▸

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Events Calendar

Centre Circle Awards ▸

Summit ▸

Female Leadership Day

Ontario Cup-Outdoor

Ontario Indoor Cup

Ontario Futsal Cup

Ontario Cup Store

Play.

Unite.



## WANT TO OFFICIATE?

Want to officiate in an Ontario Soccer Member District League?

Learn More



## WANT TO VOLUNTEER?

Want to volunteer in a Ontario Soccer Member District?

Learn More



## WANT TO PLAY?

Want to play on a team in the Ontario Soccer Member Districts?

Learn More



## WANT TO COACH?

Want to coach a team in the Ontario Soccer Member Districts?

Learn More



The entry deadline and Ontario Cup Draw occur in April. The Ontario Cup dates by round are now posted. Please check back regularly for information on the 2018 Ontario Cup.

## ONTARIO CUP ROUND DATES BY DIVISION

[2019 Ontario Cup Rounds & Divisions](#)

[2018 Ontario Cup Rules for Match Officials](#)

[2019 Ontario Cup Competition Rules](#)

[Ontario Cup Schedule & Draw Charts](#)

[Ontario Cup Entry](#)

[Ontario Cup Hosting](#)

[Ontario Cup Travel Grants](#)

[Ontario Cup Teamsheets](#)

[Ontario Cup Champions](#)




Ontario Cup Schedule & Draw

+

← → ↻

https://www.ontariosoccer.net/ontario-cup-outdoor-schedule-and-draw-charts



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ONTARIO CUP-OUTDOOR

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Schedule & Draw Charts


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Ontario Cup Teamsheets


Ontario Cup Champions





The entry deadline is March 28, 2018 and Ontario Cup Draw is April 18, 2018


The Ontario Cup dates by round are now posted. Please check back regularly for information on the 2018 Ontario Cup.


[Click here](#) to be taken to the Ontario Cup site for Tournament and Round Schedules. You will need to select the Division (and Team if applicable) from the dropdown menus. Schedules will be updated throughout the month of May so please check back for updates.


 [2019 listing of dates for each round and each division](#)


 [2018 Semi-Final Schedule and Scores - Aug. 25-26](#)


 [2018 U18 and U21 Semi-Final and Final Schedule and Scores](#)

 [2018 Finals Schedule - Sept. 8-9 & 15-16](#)

 [2018 U18 and U21 Semi-Final and Final Game Summaries](#)

 [2018 Final Game Summaries](#)







# WEBSITE OVERVIEW – Ontariocup.ca



- Ontario Soccer uses an online cup management system for the Ontario Cup – *ontariocup.ca*
- Tournament Hosts (Convenors) are required to use the system to manage their tournament
  - To access the convenor functionality you must log in with your email address and password



# THE CONVENOR'S ONLINE DUTIES

Ontario Soccer will require the Tournament Convenor to perform the following tasks on the Ontario Cup system

1. Schedule games
  2. Submit tournament site information
  3. Enter game results
  4. Finalize standings if two or more teams are tied on points
- Login information has been provided to tournament hosts
  - If you need assistance with the Ontario Cup site, please contact the Ontario Soccer Competitions and Events Staff
  - **Must use Chrome or Firefox!!!**





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# **SCHEDULING**

Tournament, Match Officials,  
and Discipline Committee

# TOURNAMENT SCHEDULES

- Tournament hosts are responsible for developing the game schedule
- Using the information from the Ontario Cup Draw Chart, enter the games into the online system
- Team 1 in the draw is Team 1 in the schedule
- Two games may be played at same time
- Games must be played in order of listing

Boys Under 13 Group 7.0 ▼

Please enter the kick off times and fields for your tournament games. The times provided are the recommended times however you can change them as long as the new time meet the requirements of the Ontario Cup rules

Please note that the games will not be made public until they have been approved by Ontario Soccer staff . Ontario Soccer staff will not approve them until you have entered a suitable kick off time and field.

If your tournament fields are not listed in the drop down menu please send an email to [support@e2esoccer.com](mailto:support@e2esoccer.com) asking to have the fields added. Please mention in your email your district, your city and the name of the fields. Also mention that you are working on the Ontario Cup.

Field Filter: York Region SA ▼

#	Div	Home	Away	Date	KO	Field
89	B13	West Toronto United	Brantford City S.C.	Jul 12, 2019	19 ▼ : 00 ▼	To Be Determined ▼
90	B13	OttawaTFC Red U13 Regional	Mississauga Dixie B2006 Black	Jul 12, 2019	19 ▼ : 00 ▼	To Be Determined ▼
91	B13	Mississauga Dixie B2006 Black	West Toronto United	Jul 13, 2019	11 ▼ : 00 ▼	To Be Determined ▼
92	B13	Brantford City S.C.	OttawaTFC Red U13 Regional	Jul 13, 2019	11 ▼ : 00 ▼	To Be Determined ▼
93	B13	West Toronto United	OttawaTFC Red U13 Regional	Jul 14, 2019	11 ▼ : 00 ▼	To Be Determined ▼
94	B13	Brantford City S.C.	Mississauga Dixie B2006 Black	Jul 14, 2019	11 ▼ : 00 ▼	To Be Determined ▼

Submit

# TOURNAMENT SCHEDULES cont'd

- Game length in accordance with rule 10.0 (tournament rounds)

## RULE 10.0

<i>Division</i>	<i>Regulation Time</i>	<i>Overtime</i>
Under-13	two periods of 30 minutes	No Overtime
Under-14	two periods of 35 minutes	No Overtime
Under-15	two periods of 35 minutes	No Overtime
Under-16	two periods of 40 minutes	No Overtime
Under-17	two periods of 40 minutes	No Overtime

## KICK OFF TIMES:

- Friday - No kick-off before 5pm or after 8pm
- Saturday – No kick-off before 2pm or after 6pm
- Sunday - No kick-off before 1pm or after 5pm
- Games may end in a tie – there is no overtime



# TOURNAMENT INFORMATION

- **Teams will want to know the following information about your tournament:**
  - What medical facilities are provided? Where is the nearest hospital?
  - Are there any special events that have been planned (i.e. barbecue)?
  - Are there:
    - Concessions on site?
    - Washrooms on site?
    - Changerooms for players?
    - Seating for spectators?
  - What are the nearest restaurants / coffee shops
  - Are there sightseeing features available in host city?
- **Much of this information will be entered on the Ontario Cup website.**
- **We also find that a welcome email to the team contacts with this information is helpful.**





# MATCH OFFICIAL SCHEDULING

- **Tournament host will confirm tournament schedule and pass on to the D.O.C.C.**
- **Once the schedule is entered online and approved it will appear in Ref Centre where the D.R.C. can view the games**
- **The D.R.C. will be in charge of assigning all match officials**
- **The D.O.C.C. will follow up with the D.R.C. to ensure games are assigned**



# DISCIPLINE COMMITTEE SCHEDULING

- **Discipline in the Ontario Cup is managed by the Ontario Cup Discipline Committee**
- **The District Association will appoint a Chair for each tournament's Discipline Committee**
- **Two other Discipline Committee members will come from your Tournament Organizing Committee**
  - No conflict of interest
  - Preferably trained in discipline
- **\*\*\*Competition Rule 15.0 - use as guide**





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**PRE-TOURNAMENT PREP**

# PRE-TOURNAMENT PREP

- **Provide schedule and field name(s) with address(s) by May 31:**
  - On Ontario Cup Website
  - To Your D.O.C.C.
- **Confirm Field Bookings & Conditions**
  - Check to see if other events are happening that weekend to ensure facilities are good quality
  - Inquire about concessions, spectator seating, cooling areas, changerooms, etc.
- **Arrange Volunteers**
  - Tournament Convenor, field convenors, referee coordinator, catering, etc.
- **Check with D.O.C.C.**
  - Confirm referee schedule & discipline committee with your D.O.C.C.



# PRE-TOURNAMENT PREP

*A hosting package will be sent to you via courier. If you aren't the convenor, please ensure this package is given to the convenor.*

You will receive:

- **A memo from Ontario Soccer containing:**
  - A checklist of materials
  - Directory of participating teams, including email addresses and registered team colours
- **Tournament Round Schedule**
- **Extra Game Sheets**
- **Ontario Cup Discipline Summary Report Forms**
- **Referee Caution/Dismissal/Special Incident Reports**
- **Tournament Round Point Summary Charts (keep track of points)**
- **Ontario Cup Manual – includes a copy of the rules**
- **Shirts and lanyards for volunteers**



# GATORADE

**This year, hosts will be provided with a Gatorade jug and two tins of powder.**

- We are asking hosts to pick up their packages and jug at The Ontario Soccer Centre in Vaughan (where possible)
  - Might not be possible for all hosts, particularly those outside of the GTA
- Please notify us when you will be able to pick up, and we will ensure your package is ready in time.







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**GAME DAY!**

## ***PRE-GAME:*** **ARRIVAL AT TOURNAMENT SITE**

Arrive early to set-up – at least 1 ½ hours before first game.

### **Supplies:**

- **Paperwork (mailing package)**
- **Referee Schedule**
- **Game Balls & Air Pump**
- **Nets & Corner Flags**
- **First Aid Kit**
- **Water**
- **Walkie-Talkies**
- **Headquarters – Tent, lawn chairs or picnic table**
- **Office supplies – pens, post its, stapler, paper clips, etc.**



### **Field Setup:**

- **Inspect field(s) and repair nets (zip ties)**



# **PRE-GAME: HEADQUARTERS**

- **Set up HQ in a central location**
  - ie. tent, picnic table, lawn chairs
  - EASY TO FIND! VISIBLE!
- **Post schedules for results and point summary charts**
- **Arrange paperwork and other materials**
- **Coordinate volunteers**
- **Assign duties**



## **PRE-GAME:**

# **ARRIVAL OF TEAMS & MATCH OFFICIALS**

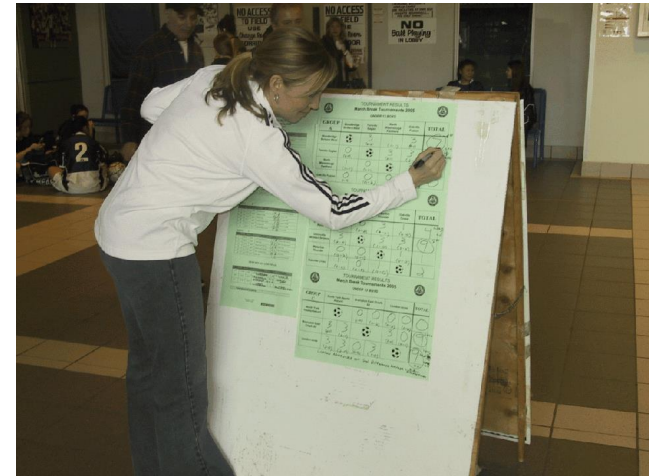
- **Greet Team Officials upon arrival**
- **Collect Referee Fees from Teams for all games** (you don't want to be chasing people down)
  - **MUST** be submitted in cash
    - Small Bills
    - Be sure to have change on hand

DIVISION	# Games	Referee	Asst. Referee (each)	Total Fee/ Game	Total Fee/ Game Halved	Total Fee Owning - all games
U13	3	50.00	40.00	130.00	65.00	195.00
U14, U15	3	55.00	40.00	135.00	67.50	202.50
U16, U17	3	65.00	45.00	155.00	77.50	232.50

- **Greet Match Officials, answer questions, and review schedule if necessary**

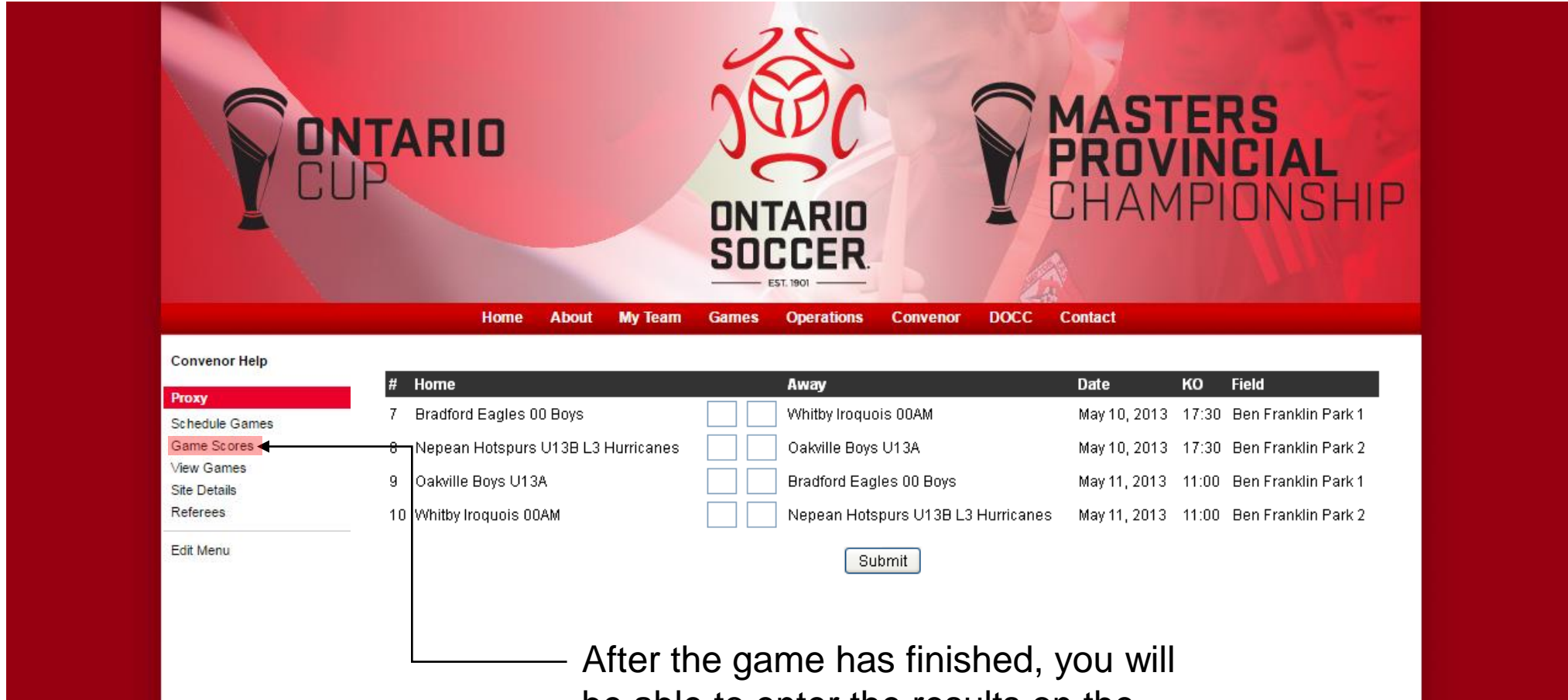
## **POST-GAME: AND THE WINNER IS...**

- **Collect gamesheets from referees following each game**
  - Divide gamesheets into official copy/team copies
  - Staple reports to make a final game report (1 gamesheet per team, 1 referee report, plus any discipline reports)
- **Distribute team copies where requested (if teams did not pick up from referee at field)**
- **Record discipline on the Discipline Summary Report**
- **Post standings at central location**
  - Have accurate results and keep current
- **Keep standings and results updated online – in real time where possible**
- **Follow tie breaking procedures**
  - Ontario Cup Rule 18.0
- **At the end of the tournament, post results/winner**





# ENTERING GAME RESULTS



The screenshot shows the Ontario Soccer website interface. At the top, there are banners for the Ontario Cup, Ontario Soccer (EST. 1901), and the Masters Provincial Championship. Below these is a navigation bar with links: Home, About, My Team, Games, Operations, Convenor, DOCC, and Contact. On the left side, there is a 'Convenor Help' menu with options: Proxy (highlighted), Schedule Games, Game Scores (indicated by an arrow), View Games, Site Details, Referees, and Edit Menu. The main content area displays a table of upcoming games with columns for #, Home, Away, Date, KO, and Field. The table lists four games, each with input boxes for scores. A 'Submit' button is located at the bottom of the table.

#	Home	Away	Date	KO	Field
7	Bradford Eagles 00 Boys	<input type="text"/> <input type="text"/> Whitby Iroquois 00AM	May 10, 2013	17:30	Ben Franklin Park 1
8	Nepean Hotspurs U13B L3 Hurricanes	<input type="text"/> <input type="text"/> Oakville Boys U13A	May 10, 2013	17:30	Ben Franklin Park 2
9	Oakville Boys U13A	<input type="text"/> <input type="text"/> Bradford Eagles 00 Boys	May 11, 2013	11:00	Ben Franklin Park 1
10	Whitby Iroquois 00AM	<input type="text"/> <input type="text"/> Nepean Hotspurs U13B L3 Hurricanes	May 11, 2013	11:00	Ben Franklin Park 2

Submit

After the game has finished, you will be able to enter the results on the Game Scores tool.



# PAYMENT OF REFEREES

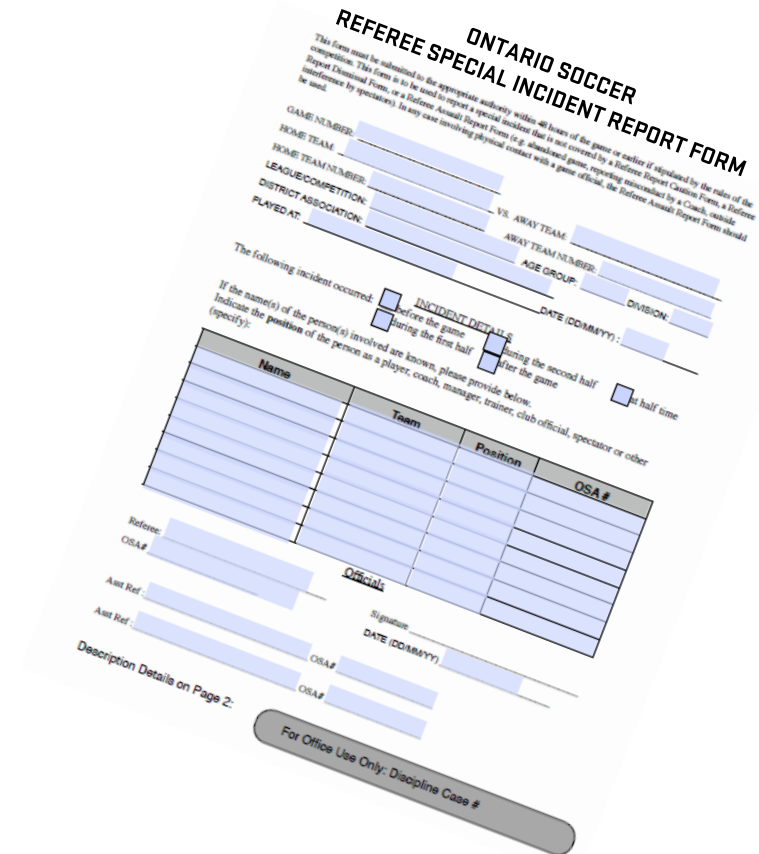
- Each team is required to pay half the game fees in cash to Tournament Host
- Tournament Host to pay the officials **ONLY AFTER** the teamsheets and misconduct reports submitted
- **If there is a Discipline Hearing, the referee must attend**

DIVISION	# Games	Referee	Asst. Referee (each)	Total Fee/ Game	Total Fee/ Game Halved	Total Fee Owning - all games
U13	3	50.00	40.00	130.00	65.00	195.00
U14, U15	3	55.00	40.00	135.00	67.50	202.50
U16, U17	3	65.00	45.00	155.00	77.50	232.50

# ONTARIO CUP DISCIPLINE REPORTS

- Discipline forms will be sent with the mailing package
- **Tournament Misconduct Reports**
  - Yellow – Caution Summary Report
  - Red – Dismissal Report
  - Blue – Special Incident Report
- **Ontario Cup Discipline Summary Report**
  - Used to inform Ontario Soccer of the discipline that was recorded and administered at the tournament

**REMINDER: Referees are not to be paid until all game sheets and forms are completed and will be required to stay if there is a hearing.**



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REFEREE SPECIAL INCIDENT REPORT FORM**

This form must be submitted to the appropriate authority within 48 hours of the game or earlier if stipulated by the rules of the competition. This form is to be used to report a special incident that is not covered by a Referee Report Caution Form, a Referee Report Dismissal Form, or a Referee Annual Report Form (e.g. abandonment game, reporting misconduct by a Coach, outside interference by spectators). In any case involving physical contact with a game official, the Referee Annual Report Form should be used.

GAME NUMBER: \_\_\_\_\_ VS. AWAY TEAM: \_\_\_\_\_  
HOME TEAM: \_\_\_\_\_ AWAY TEAM NUMBER: \_\_\_\_\_  
HOME TEAM NUMBER: \_\_\_\_\_ AGE GROUP: \_\_\_\_\_ DIVISION: \_\_\_\_\_  
LEAGUE/COMPETITION: \_\_\_\_\_  
DISTRICT ASSOCIATION: \_\_\_\_\_  
PLAYED AT: \_\_\_\_\_

The following incident occurred: ☐ INCIDENT DETAILS  
Indicate the position of the person(s) involved as a player, coach, manager, trainer, club official, spectator or other (specify): ☐ before the game ☐ during the first half ☐ during the second half ☐ after the game ☐ at half time

Name	Team	Position	OSA #

Referee: \_\_\_\_\_  
OSA# \_\_\_\_\_  
Official: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date (DDMMYY): \_\_\_\_\_  
Asst Ref: \_\_\_\_\_  
OSA# \_\_\_\_\_  
Asst Ref: \_\_\_\_\_  
OSA# \_\_\_\_\_

Description Details on Page 2: \_\_\_\_\_

For Office Use Only: Discipline Case # \_\_\_\_\_

# ONTARIO CUP DISCIPLINE COMMITTEE

- **Assemble Discipline Committee for tournament**
  - Chair to be appointed by the District Association
- **Please refer to Ontario Cup Rule 15.0 for Discipline Procedures**
- **Player cautions and dismissals handled under Discipline By Review System or (less likely) Discipline By Hearing**
- **Requests for hearing handled by Discipline By Hearing System**
  - Process for requesting a hearing is outlined in the Ontario Cup Rules
- **Refer to Ontario Soccer Operational Procedures Section 12, Policy 9.0 for length of Suspensions (Mandatory Penalties)**



# ONTARIO CUP DISCIPLINE COMMITTEE cont'd

- **Tournament Discipline Committee may only suspend players from games in Tournament**
- **Team Officials are not disciplined at the tournament round**
- **Discipline in the last game of the tournament round will be handled by the Ontario Cup staff**
  - Good to make a note on the discipline form that it was not reviewed, and needs to be reviewed by Ontario Soccer



# ONTARIO CUP COMPETITION RULES

- **Ontario Cup Competition Rules Governing Tournaments**

- Rule 16.0

- **Tie Breaking Rules and Procedures**

- Rule 18.0

- **Competition Rule Highlights**

- July 31 Registered to Club Rule
- August 31 Register to Team Rule
- National Championships – roster # requirement
- Substitution Rule
  - \* when a goal is scored
  - \* at a goal kick
  - \* on possession throw-ins
  - \* at the beginning of the second half
  - \* at the referee's discretion, for an injured player



# RISK MANAGEMENT

- **Emergency Contact list**
- **Emergency plan**
  - Severe weather
  - Medical emergency
  - Ambulance access
- **Athletic therapist on site, if possible**
- **Medical Kit for minor injuries**
- **Directions to the nearest hospital**
- **Medical personnel (St. John's Ambulance or similar)**
- **Volunteer training for emergencies**
- **Conflict management**



# ONTARIO CUP TROUBLESHOOTING

- **Sample Problems**

- Protests
- Late for games or no-shows
- Team colour conflict
- Game delays (weather or other)
- Missing player books
- Player cards and stamped roster (by District Association)



**\*\*Remember to stay calm\*\***





# TOURNAMENT WRAP-UP

## FIELD/FACILITY CLEAN UP

- Tidy bench areas, clean up litter
- Work with facility staff to ensure facility is left in good shape

## PAPERWORK

- Update results on Ontario Cup Website
- Email to D.O.C.C. by 7:00pm (same day)

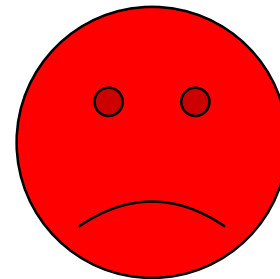
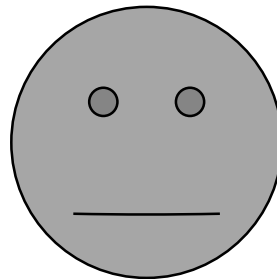
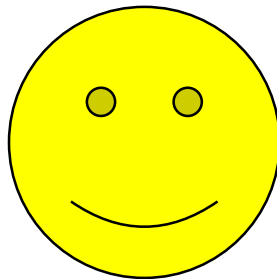
*WITHIN 24 HOURS:*

- **Mail**
  - “Official” Team Sheets (including Misconduct Reports)
  - Discipline Summary Report
  - Completed schedule form with scores and winner



# ONLINE TOURNAMENT EVALUATION

- An end of year online survey will be made available for teams and tournament hosts to give feedback on the competition
- You will receive an email with the link
- Please provide feedback on your experience





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**QUESTION & ANSWER**



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# THANK YOU

## GOOD LUCK WITH YOUR TOURNAMENT!

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