



OPDL Game Day Procedures



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SOCCER**

EST. 1901

“Ontario Soccer recognizes that our work, and the work of our membership, takes place on Indigenous territories across Ontario.”

TRUTH AND RECONCILIATION



Agenda

- **Activating Your Account**
- **Play-Up Permits**
- **Changing Uniform Numbers**
- **Generating Game Day Rosters**
- **Generating Substitution Sheets**
- **Next Game View**
- **Game Day Procedures**
- **MySoccer App**
- **Common Non-Compliance**
- **Discipline Process**



Introductions



Robyn McComb
Director, Competitions



Patricia Koutoulas
Manager, Competitions



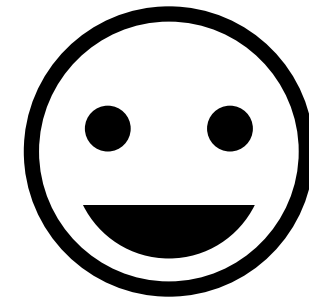
Ryan Raposo
Coordinator, Competitions



Matthew Kassabian
Manager, OPDL & Club Development



Joshua Lemire
Coordinator, OPDL



Melissa McKinnon
League Administrator, DG Sports



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Activating Your Account

Activating Your Account

- In order to centralize operations, the OPDL will continue to use the League Management software on www.theopdl.com
- All Team Officials must activate their account in order to gain access to the system and to be populated on the MySoccer App
- If you are a Team Official on more than one team, you must activate a new account for each team



Activating Your Account



1. On OPDL website click “My Team” tab
2. Menu options will appear underneath “Home”
3. Click Activate
4. Enter Activation Code Set by Licence Holder
5. Click Next



Activating Your Account

6. Complete information required

- Ensure that you are selecting the appropriate team & position

7. Click Next

8. Read & Confirm Team Official Code of Conduct

Activation Code accepted; you must now setup your team account

First Name:

Last Name:

OSA #:

Email Address:

Home Phone:

Work Phone: Ext:

Cell Phone:

Select your Team:

Select your Position:

Password: * * Required Field

* This is the password that you will use to log in to the site

General

The OPDL endeavours to provide a unique and challenging program that strives to provide the best possible environment for elite player development. To that end, the OPDL enforces a strict Code of Conduct for the behaviour that all individuals involved in or around the OPDL are expected to follow.

Team Official Conduct

- Be respectful of the referee and your opponents
- Refrain from using foul or abusive language
- Limit the amount of coaching done from the sidelines to only when necessary
- Keep your players and fans under control
- Remember that the score of the game is secondary to the opportunity for your players to demonstrate and improve their game
- Present a professional example to your players before, during and after competitions
- Coaches must adhere to any rules set out by Ontario Soccer and OPDL and associated policies and guidelines.
- All coaching/team officials must demonstrate responsible behaviour in all training environments.
- The use of tobacco, consumption or possession of alcohol and illegal substances is not supported and may not be consumed while performing official License Holder/organization duties in the presence of minors.
- All OPDL Coaches agree to sign an OPDL Code of Conduct agreement.

I acknowledge that I have read the above Code of Conduct and will respect and abide by its rules.



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Populating Development Rosters

Populating Developmental Rosters

- **A Development Player may only play in a maximum of 6 games**
 - Players must come from a Regional team/program
 - If from a District level team/program, this must be approved by the OPDL
 - U17: Players born 2009 registered with a U17 regional team
 - U16: Players born 2010 registered with a U16 regional team
 - U15: Players born 2011 registered with a U15 regional team
 - U14: Players born 2012 registered with a U14 regional team
- **Deadline for OPDL Roster Adjustments – August 17th**
- ****Please note the function for adding Development Players is the same as Full Time players**



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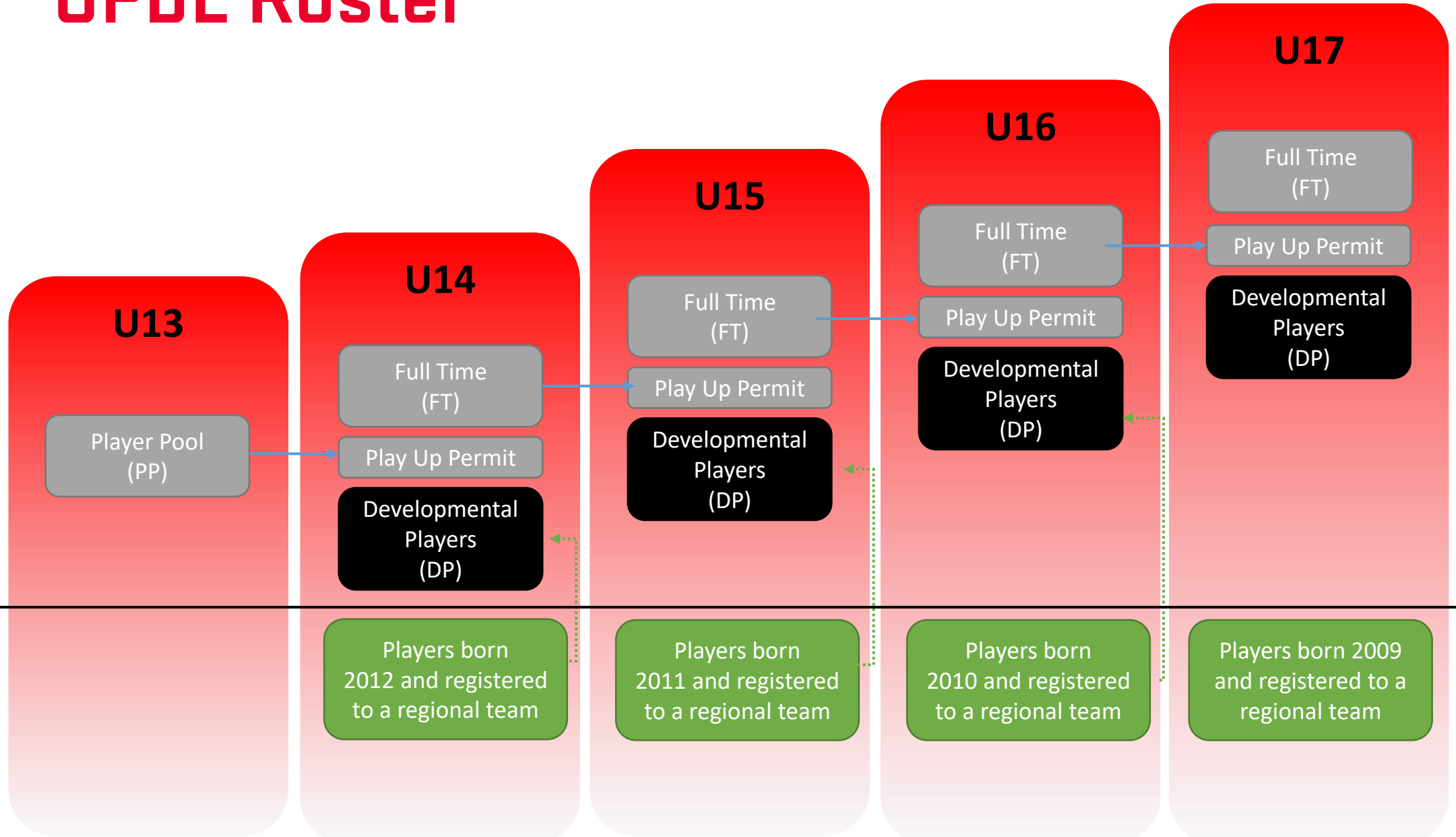
Play Up Permits

Play-Up Permits

- **Teams may request to have up to four (4) players from a younger age group to play for their team in any given match**
 - U13 OPDL -> U14 OPDL
 - U14 OPDL -> U15 OPDL
 - U15 OPDL -> U16 OPDL
 - U16 OPDL -> U17 OPDL
- **Play Up Permits requested by Team**
- **Approved by Licence Holder**
- **Players cannot play up two years**
 - i.e. U13 OPDL playing with U15 OPDL
- **If you are full time play up or play down player, you are not permitted to play under a Play Up Permit**

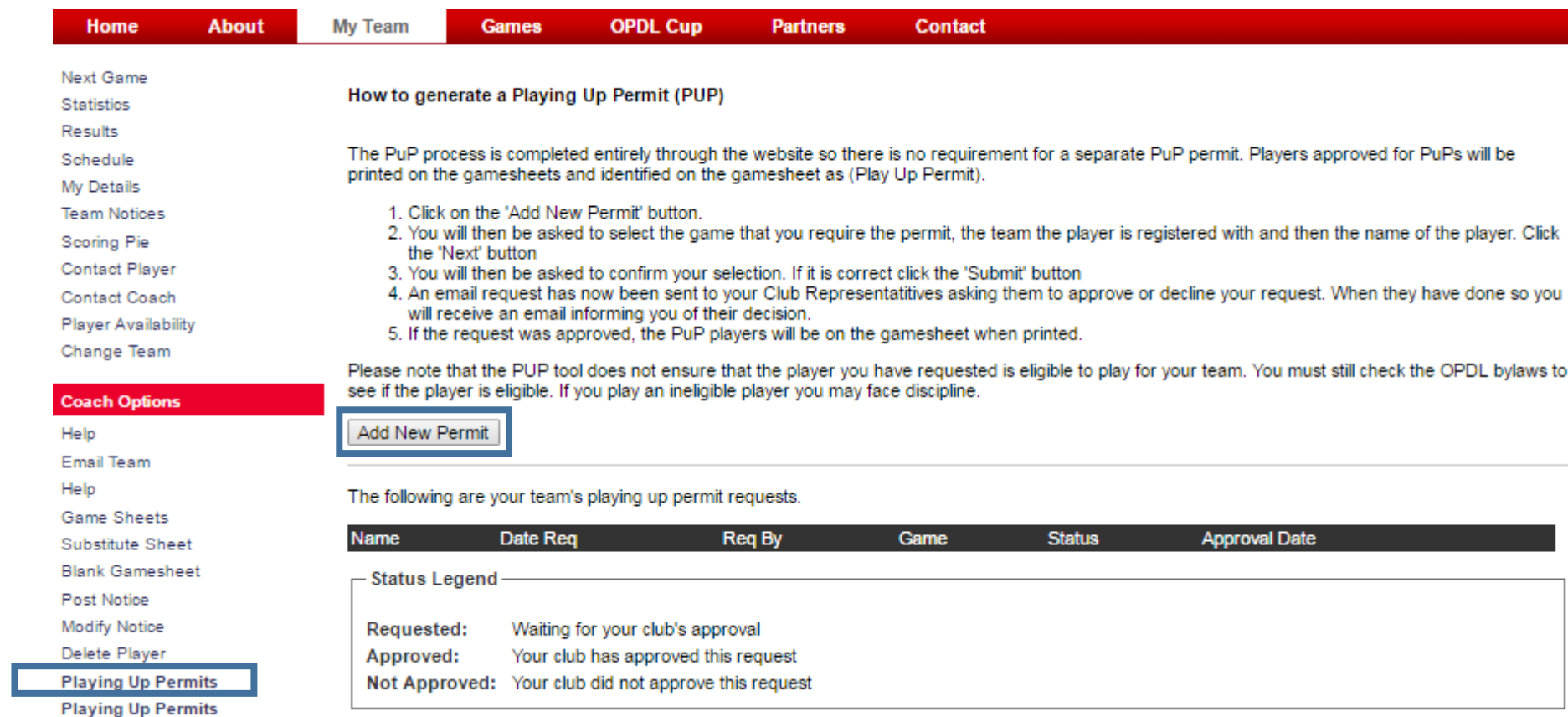


OPDL Roster



Requesting Play Up Permits

1. On the “My Team” tab, select Playing Up Permits
2. Click Add New Permit



The screenshot shows the Ontario Soccer website interface. At the top, there is a navigation bar with tabs: Home, About, My Team, Games, OPDL Cup, Partners, and Contact. The 'My Team' tab is selected. On the left side, there is a sidebar menu with various options, including 'Coach Options' and 'Playing Up Permits', which is highlighted with a blue box. The main content area is titled 'How to generate a Playing Up Permit (PUP)'. It contains a paragraph explaining the PUP process, followed by a numbered list of five steps. Below the list, there is a note about eligibility. A red box highlights the 'Add New Permit' button. At the bottom, there is a table header for 'The following are your team's playing up permit requests.' with columns: Name, Date Req, Req By, Game, Status, and Approval Date. Below the table header is a 'Status Legend' box with three entries: Requested (Waiting for your club's approval), Approved (Your club has approved this request), and Not Approved (Your club did not approve this request).

Requesting Play Up Permits

- Select game for which play up permit is being requested
- Select team from which player is coming
- Select player
- Click Next to submit



The screenshot shows a website navigation bar with the following tabs: Home, About, My Team, Games, OPDL Cup, Partners, and Contact. The 'Games' tab is selected. On the left side, there is a vertical menu with links: Next Game, Statistics, Results, Schedule, My Details, and Team Notices. The main content area contains a form with three dropdown menus: 'Select Game:', 'Select Team:', and 'Select Player:'. Below these menus is a 'Next >' button.

- **Licence Holder to approve; player will be available for selection for game requested upon approval**
 - Status of permits shown on Play Up Permits home page

Requesting Play Up Permits for Call-Up Players

- **Players without Play Up Permits approved by the Licence Holder, are deemed ineligible**
 - Use of Ineligible players constitutes **“Use of an Ineligible Player” – Non-Compliance Type 1.4**
 - 1st offense = Forfeit Match + \$2000.00 fine
 - 2nd & subsequent Offense(s) = Forfeit Match + \$3,000.00 Fine
- **Be sure to check with Licence Holder staff on status of approvals well in advance of the game**



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Entering/Changing Uniform Numbers

Team Uniform Numbers

- In order to appropriately capture scoring, discipline infractions & substitutions, **ALL Game Day Rosters require uniform numbers for EACH player listed**
 - Numbers not entered on theopdl.com will not populate on the MySoccer App
 - Play-Up permits will not auto-generate numbers on Game Day Rosters and **MUST** be manually added
 - Developmental Players shall have uniform numbers assigned, which will generate when selected on the Game Day Rosters
 - May need to edit the jersey number when creating the Game Day Rosters
- **Uniform numbers can be changed at any time through the “My Team” tab**
 - Uniform numbers must be unique



Entering Uniform Numbers

Home About My Team Games OPDL Cup Partners Contact

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

Coach Options

Help
Email Team
Help
Game Sheets
Substitute Sheet
Blank Gamesheet
Post Notice
Modify Notice
Delete Player
Playing Up Permits
Playing Up Permits
Squad
Developmental Players
Shirt Numbers
Change Uniform

Player	#
	<input type="text" value="13"/>
	<input type="text" value="6"/>
	<input type="text" value="5"/>
	<input type="text" value="3"/>
	<input type="text" value="22"/>
	<input type="text" value="7"/>
	<input type="text" value="28"/>
	<input type="text" value="2"/>
	<input type="text" value="17"/>
	<input type="text" value="8"/>
	<input type="text" value="59"/>
	<input type="text" value="11"/>
	<input type="text" value="18"/>
	<input type="text" value="12"/>
	<input type="text" value="27"/>
	<input type="text" value="9"/>

1. Log-in with Team Official account
2. Click on “My Team” tab
3. Under “Coach Options” select, “**Shirt Numbers**”
4. The roster for the squad will appear
5. Beside each player’s name there will be a text box
6. Enter the respective uniform number
7. Click “Submit”



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Entering Uniform Colours

ENTERING UNIFORM COLOURS

- **Uniform Colours**

- Needed for website, Game Day Management Reports & and opposing team's information/planning
- ***MUST INCLUDE SOCK COLOUR!!!!***
- Must be logged in as Team Official to change uniform colours
- Function can be found under the "My Team" tab
- Uniform colours for games are assigned by Ontario Soccer staff. **Changing uniform colours will not change the colours assigned for your next game**
- If you have a specific request for a uniform colour for a specific game, contact Patricia Koutoulas at pkoutoulas@ontariosoccer.net. Such requests must be submitted a minimum of 10 days prior to the game.






ENTERING UNIFORM COLOURS

Home About **My Team** Games OPDL Cup Partners Contact

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

Coach Options
Help
Email Team
Help
Game Sheets
Substitute Sheet
Blank Gamesheet
Post Notice
Modify Notice
Delete Player
Playing Up Permits
Playing Up Permits
Squad
Developmental Players
Chart Numbers
Change Uniform
Suspensions

Please select your team uniforms shirt & short colours from the list below:

Primary Uniform:	Alternate Uniform:	Third Uniform:
		
Shirt: <input type="text"/>	Shirt: <input type="text"/>	Shirt: <input type="text"/>
Shorts: <input type="text"/>	Shorts: <input type="text"/>	Shorts: <input type="text"/>
Socks: <input type="text"/>	Socks: <input type="text"/>	Socks: <input type="text"/>





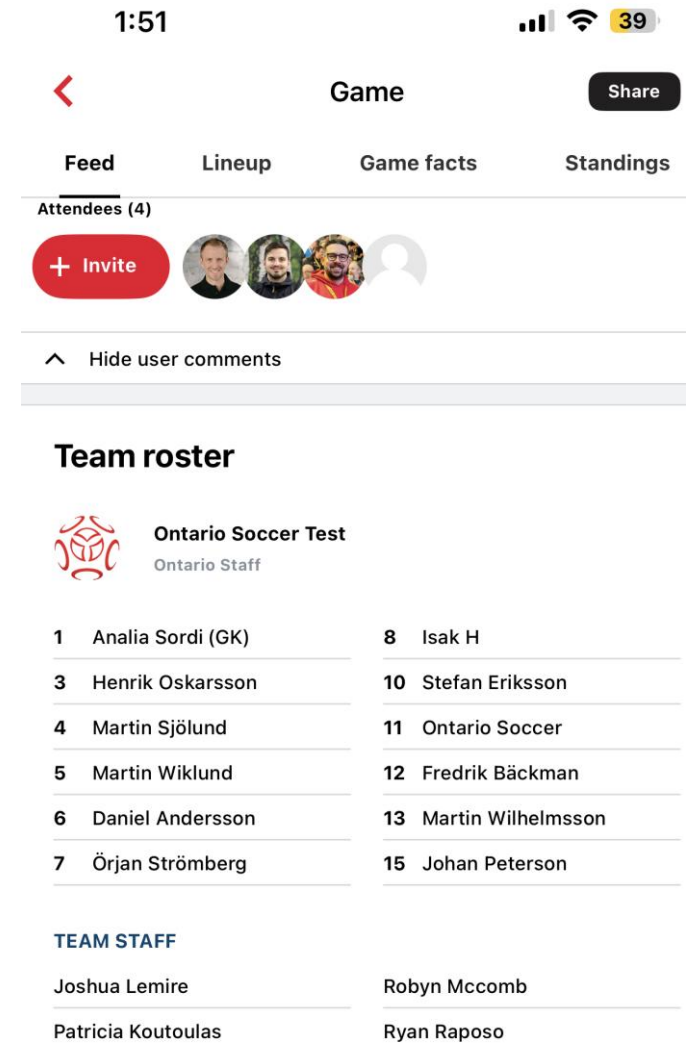
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Game Day Rosters

OPDL Game Day Rosters

- In previous years, Game Sheets were generated on theopdl.com
- In 2026, the Less Paper Process is being implemented
 - Game Sheets are now known as Game Day Rosters
 - Game Day Rosters are published on the MySoccer App
 - Line-ups are also published on the MySoccer App



OPDL Game Day Rosters

- **Only Game Day Rosters generated through the MySoccer App count as OFFICIAL Game Sheets**
 - Venue Coordinators will have blank copies in case required
 - Usage of blank copies constitutes “Failure to provide official OPDL Game Day Roster” – Non-Compliance Type 2.1
- **All players & team officials present at game MUST be listed**
- **Players & Team Officials not present MUST NOT be included**
- **Players who are injured but present at the game, MUST be duly indicated as an Injured Player in the MySoccer App**
 - DO NOT forget to add them on the Game Day Roster
- **Uniform numbers for Play-Up Permits will not auto-generate and MUST be manually added.**



Game Day Rosters on MySoccer App

- **Only Game Day Rosters generated through the MySoccer App count as OFFICIAL “Game Sheets”**
 - Venue Coordinators will have blank copies in case of emergencies should the MySoccer App be down
 - Please note that if this were to happen 4 copies will need be completed by hand
 - Usage of blank copies constitutes **“Failure to provide official OPDL game sheet” – Non-Compliance Type 2.1**
 - Unless there is a known outage of the MySoccer App





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Generating Substitute Sheets

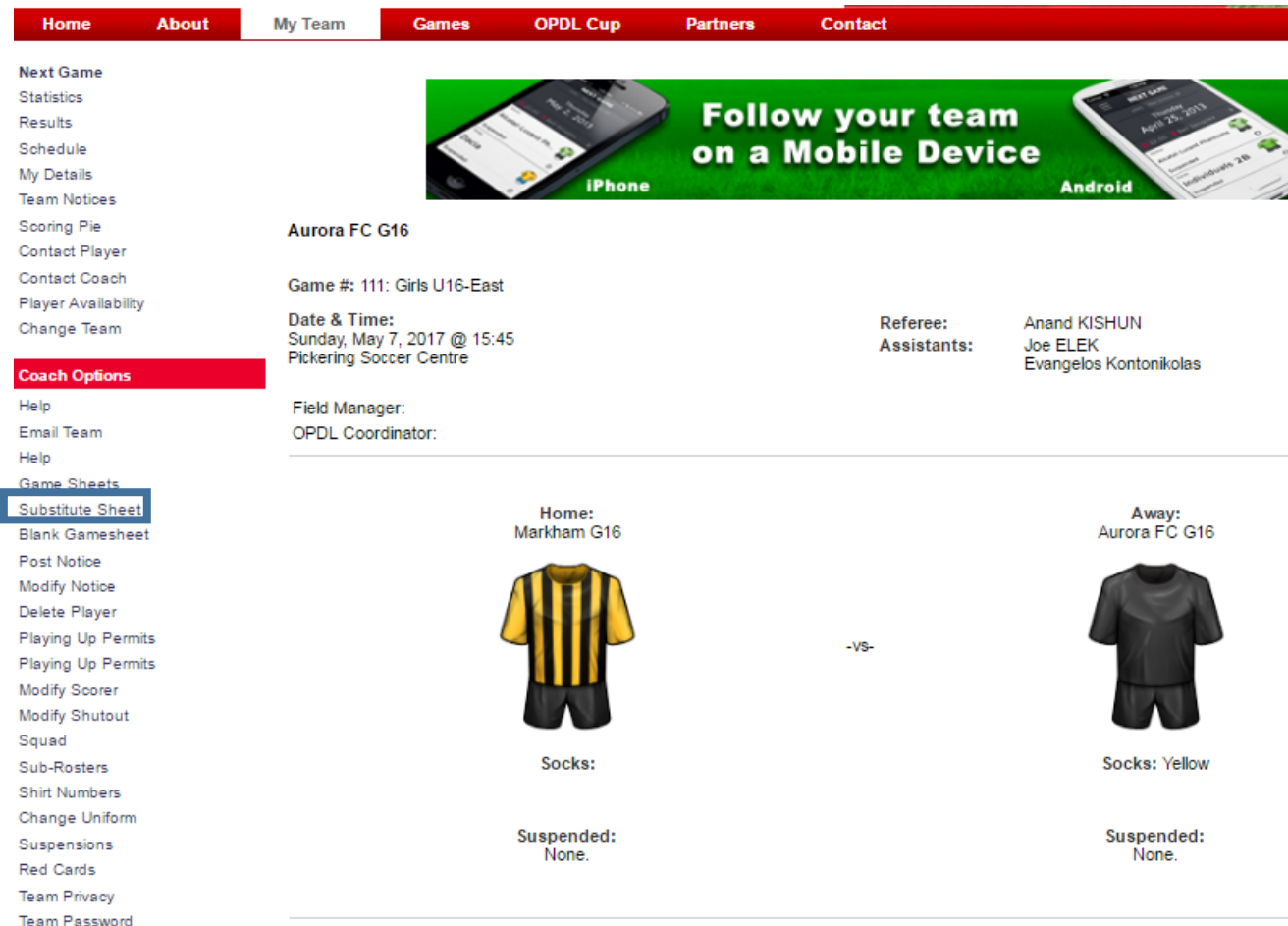
OPDL Substitution Sheet

- **In order to track substitutions, only an OFFICIAL Substitute Sheet may be used**
 - Venue Coordinators will have blank copies
 - Usage of blank copies constitutes “Failure to provide official OPDL Substitution Form” – Non-Compliance Type 2.5
- **Substitutions will also be tracked and reported in the MySoccer App**



Generating OPDL Substitute Sheets

1. Click on “My Team” tab
2. Left side menu option appear
3. Click on Substitute Sheets

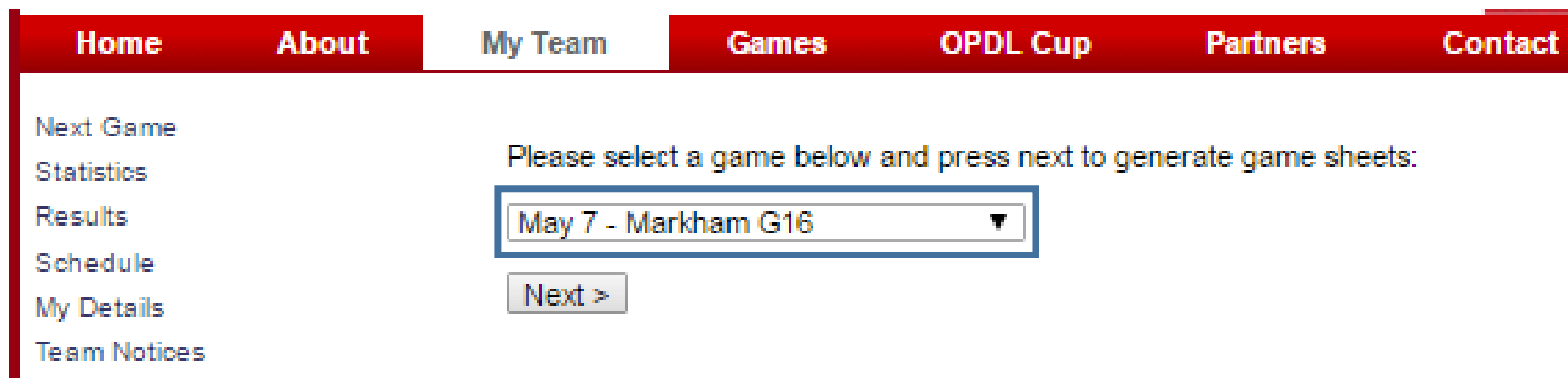


The screenshot shows the Ontario Soccer website interface. At the top is a red navigation bar with tabs for Home, About, My Team, Games, OPDL Cup, Partners, and Contact. The 'My Team' tab is selected. On the left is a vertical menu with options like Next Game, Statistics, Results, Schedule, My Details, Team Notices, Scoring Pie, Contact Player, Contact Coach, Player Availability, Change Team, Coach Options, Help, Email Team, Game Sheets, and **Substitute Sheet** (highlighted with a blue box). The main content area displays details for Aurora FC G16, including Game #: 111: Girls U16-East, Date & Time: Sunday, May 7, 2017 @ 15:45, Referee: Anand KISHUN, and Assistants: Joe ELEK and Evangelos Kontonikolas. Below this, it shows the Home team (Markham G16) in a yellow and black striped jersey and the Away team (Aurora FC G16) in a black jersey. Both teams have 'Socks: Yellow' and 'Suspended: None' listed. A banner at the top of the main content area says 'Follow your team on a Mobile Device' with images of an iPhone and an Android phone.

Generating OPDL Substitute Sheets

4. Select game for which Substitute Sheet is required

5. Click Next



Home About My Team Games OPDL Cup Partners Contact

Next Game
Statistics
Results
Schedule
My Details
Team Notices

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

May 7 - Markham G16 ▼

Next >



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Generating OPDL Substitute Sheets

6. Substitute sheet will open in new tab

7. Print

Notes:

1. Substitute Sheets are not saved in the system. If closed without Printing, you will have to generate a new one.
2. Top Performer votes by opposition coach

 Official record of substitution

Division: _____
 Teams: _____
 Gamert: _____
 Date: _____
 Location: _____

During active play								Goalkeeper	Concussion
# player leaving									
# player entering									
Time									
OPDL staff initial									

First intermission / Half Time								Goalkeeper
# player leaving								
# player entering								
OPDL staff initial								

Second intermission								Goalkeeper
# player leaving								
# player entering								
OPDL staff initial								

Third intermission								Goalkeeper
# player leaving								
# player entering								
OPDL staff initial								

Please identify your opponent's strongest 3 performers:

Strongest Performer (Uniform #)	<input type="text"/>	2nd Strongest Performer (Uniform #)	<input type="text"/>	3rd Strongest Performer (Uniform #)	<input type="text"/>
---------------------------------	----------------------	-------------------------------------	----------------------	-------------------------------------	----------------------

Coach signature _____

Referee signature _____

This form is to be handed to the Officiating Team at the completion of the game. It will then be collected by the OPDL staff on site and returned to Ontario Soccer for review. Please add any additional notes below or on reverse if required



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Next Game View

Next Game View

- **In order to prepare for your next game, information will be accessible immediately following your previous game on theopdl.com**
 - Date & Time
 - Location
 - Venue Information:
 - Changing Rooms
 - Washrooms
 - Spectator Facilities
 - Parking
 - Nearest Hospital
 - Driving Directions
 - Field Manager & Venue Coordinator
 - Uniform Colours
 - These are to be followed - **“Improper Uniform/Uniform Issues” – Non-Compliance Type 3.10**
- **Link can be found under the “My Team” tab**



Next Game View

- Go to “My Team” tab
- Click Next Game

Next Game

Statistics
Results
Schedule
My Details
Team Notices
Scoring Pie
Contact Player
Contact Coach
Player Availability
Change Team

Coach Options

Help
Email Team
Help
Game Sheets
Substitute Sheet
Blank Gamesheet
Post Notice
Modify Notice
Delete Player
Playing Up Permits
Playing Up Permits
Modify Scorer
Modify Shutout
Squad
Sub-Rosters
Shirt Numbers
Change Uniform
Suspensions
Red Cards
Team Privacy
Team Password



Whitby Iroquois B13

Game #: 647: Boys U13-East

Date & Time:
Saturday, May 6, 2017 @ 09:00
Kia Training Ground

Referee: Gage ANGELO
Assistants: Domenic GRETO
Henry KIM

Field Manager: Jan Lang
OPDL Coordinator: Seth Greenan

(647) 205-3171
(287) 214-3075

Home:
Whitby Iroquois B13



Socks: Royal Blue

Suspended:
None.

Away:
Toronto FC B13



Socks: Red

Suspended:
None.

Field Details:

Changing Rooms
Once the team arrives they can go into the front lobby of Kia Training Ground. The security guard at the front desk will notify them of what changeroom they are to be using.

Washrooms
There are washrooms for the players inside their changeroom. There is also a washroom that you can access from the outdoors.

Spectator Facilities
Spectators have access to one Kia Training Ground washroom. The entrance to the washroom is on the south side of the facility, to the east of the TFC media wall.

There are also Downsview Park washrooms available in the green pavilion which is located to the west of the Kia Training Ground.

Parking

You must park in the Downsview Park parking lot.

Spectators/Families - are free to do a drop off of your athlete in front of the building, but you must then go back out the way you came and park before the long driveway that leads to Kia Training Ground.

Coaches/Team Staff - you are free to do a drop off of equipment in front of the building, but you must then go back out the way you came and park before the long driveway that leads to Kia Training Ground.

Nearest Hospital

Humber River Hospital (Wilson site)
1235 Wilson Avenue, Toronto, ON M3M 0B2
Tel (416) 242-1000

Hospital Location

[Click here](#)

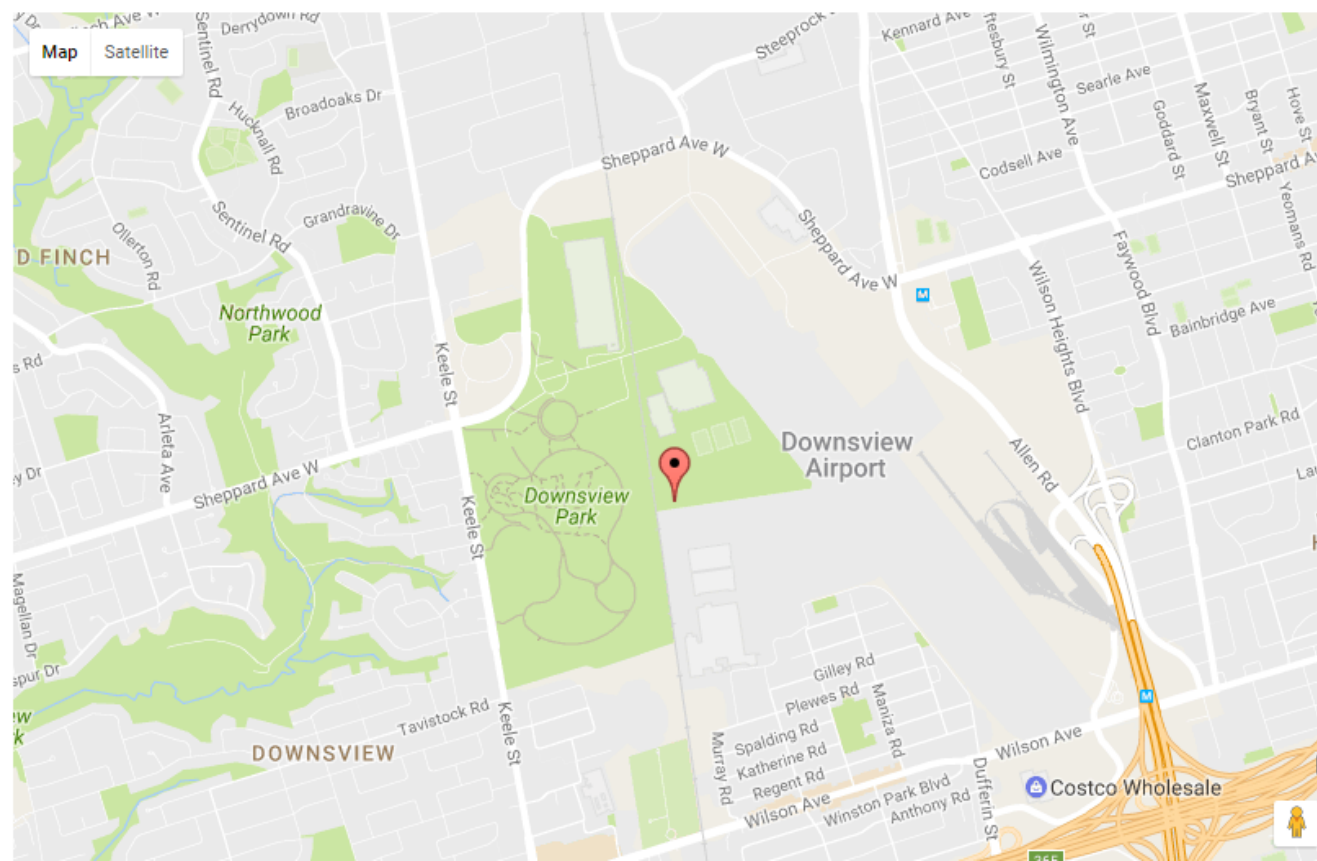
Additional Notes

Special Notes for this Field:

Located at the KIA Training Grounds (TFC) at Downsview Park.

Starting Location for Driving Directions:

[Get Driving Directions...](#)



Questions?





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Game Day Procedures

Managing Your Team

- **On game day, any number of logistical troubles may present themselves**
 - Knowing the procedure leading up to the match can greatly help keep things organized
- **Team Officials are in charge of their team and are representing the Licence Holder at the venue**
- **Team Officials should be appropriately dressed in Licence Holder attire, on game day**



Pre-Match Protocol

- **Teams are to arrive at venue a minimum of 45 minutes prior to kick-off**
 - Late Arrival resulting in delayed Kick-Off constitutes **“Late Arrival to a Scheduled OPDL Match Delaying Kick-off” – Non-Compliance Type 1.7**
- **Warm-Up begins 30 minutes before kick-off**
- **Team Officials are responsible for inputting the Game Day Roster and the Line-Up on the MySoccer App 25 minutes prior to kick-off**
 - Venue Coordinators will confirm that they are published prior to checking Player IDs
- **Warm-Up will last no longer than 20 minutes**
 - If previous match was delayed, allotted warm-up time remains 20 minutes on-field
- **Players’ Equipment, OPDL Patches and Player ID check a minimum of 7 minutes prior to kick-off**








Pre-Match Protocol Cont.

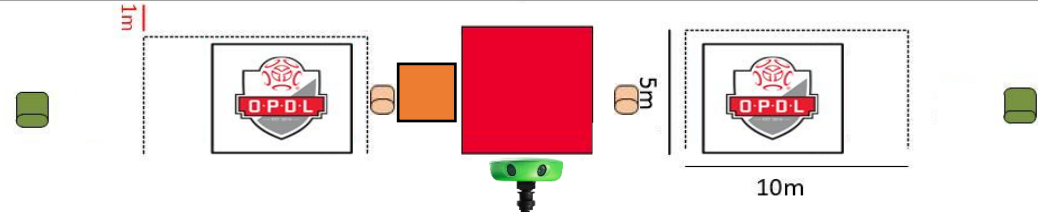
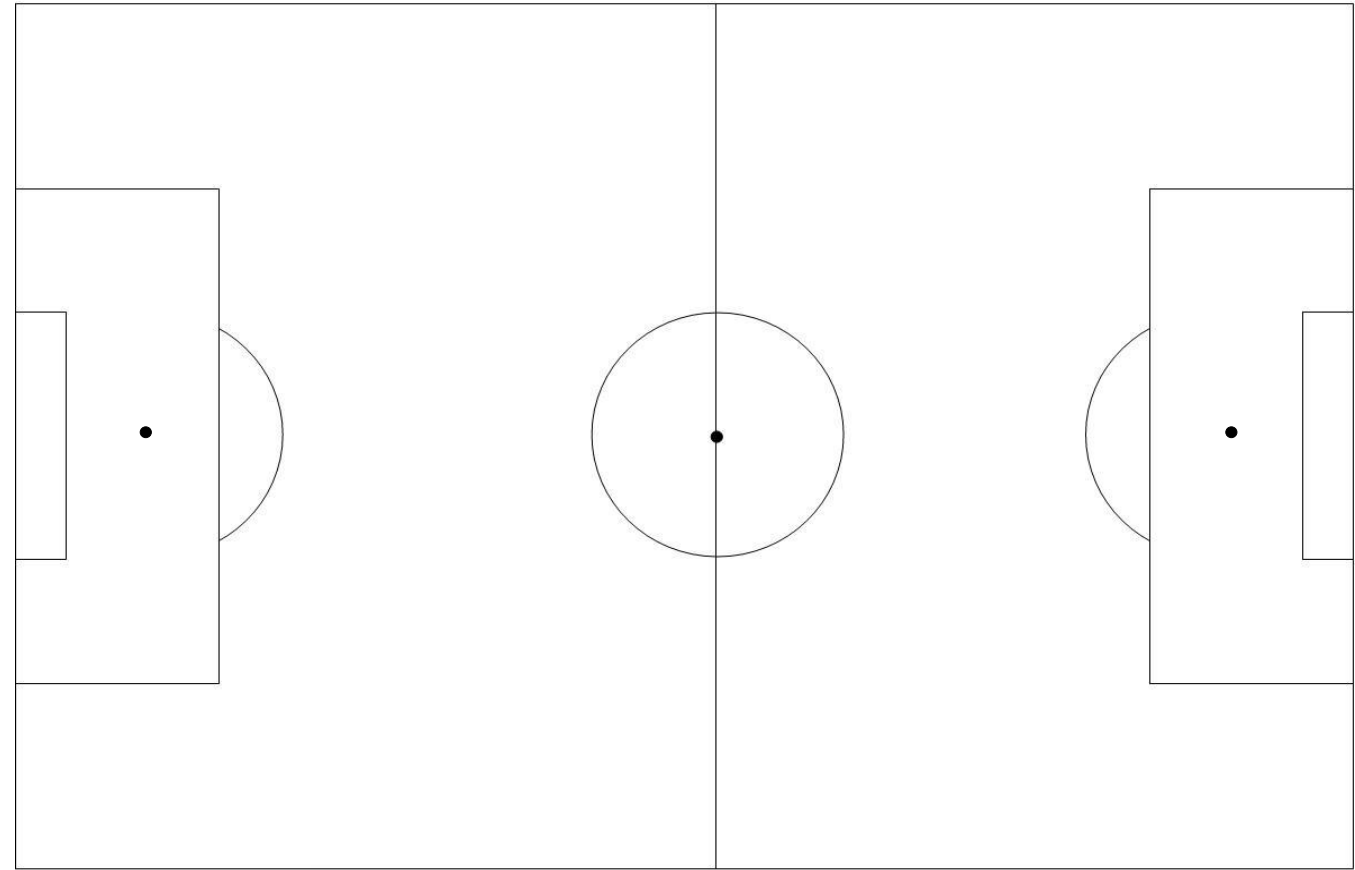


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Activity	Responsibility	Time until kick-off
Teams check-in with OPDL Venue Coordinator	Team Officials	60-45 minutes
Match Officials check-in with OPDL Venue Coordinator	Match Officials	35 minutes
Match Official Inspection of the field	Match Officials	
Match Official Mentor check-in with OPDL Venue Coordinator	Match Official Mentor	
Medical Staff arrival & sign-in	Medical Staff	30 minutes
Match Officials' warm-up starts	Match Officials	
Teams' warm-up starts	Team Officials	
Team Roster Report handed to the Venue Coordinator Game Day Rosters and Line-ups published in the MySoccer App	Team Officials	25 minutes
Match Officials' warm-up ends	Match Officials	10 minutes
Game Balls provided to Match Official	OPDL Venue Coordinator	
Teams' warm-up ends	Team Officials	8 minutes
Announcements / Final Instructions		
Players' equipment check	Match Officials	7 minutes
Final Individual Player ID/Photo Roster Verification	OPDL Venue Coordinator	
Coin Toss	Match Officials	1 minute
Kick-Off	Match Officials	0 minutes

VEO Policy & Field Set-Up

-  Veo Cameras
-  Red Administrative Tent Canopy
-  Gatorade Hydration Station
-  Technical Directors Area
-  Dismissed Player Area
-  Technical Area
-  Team Bench Canopy – 1 TFC & 1 CPL



VEOs or other video recording equipment must be set up on the team bench side of the field (opposite the spectator side).

Only the Home Team, unless otherwise and previously agreed upon, can record the match as **only one VEO** (or other freestanding recording equipment can be used at a time).

Gatorade Pinnies

- Each team will receive pinnies
- Two colours – 10 of each
 - Home = Orange
 - Away = Yellow
- To be worn by substitutes at all OPDL games
- Gatorade Captains Arm Band



Game Day Roster Completion

- **When completing Game Day Rosters, be sure to check for the following:**
 - Minimum of 14 active players listed on Game Day Roster
 - Fewer than 14 active players listed constitutes “Failure to Field a Team of at least 14 active Players in a Scheduled OPDL Match” **Non-Compliance Type 1.5**
 - Injured players listed on the Game Day Roster and sitting on the team bench will not count towards the minimum of 14
 - Uniform numbers for all listed players
 - Absence of uniform numbers constitutes “Incomplete Game Sheet” – **Non-Compliance Type 3.5**
 - Goalkeepers, Starting 11 & Injured Players indicated
 - Absence of Goalkeepers & Starting 11 constitutes “Incomplete Game Sheet” – **Non-Compliance Type 3.5**
- **Players or Team Officials not present MUST be included on the Game Day Roster**

OPDL Sign-In Sheet



Technical Directors must sign in and sign out with Venue Coordinator.



MO / AT / OS Scout / TD Sign-In Sheet

Date: _____ Venue: _____ Coordinator Initial: _____

Game Info		Name (Print)	Arrival Time	Departure Time	Initial
Kick-Off Time: _____	Referee				
	AR1				
	AR2				
	4th				
	Athletic Therapist				
	OS Scout				
	Home Team TD				
	Away Team TD				

Player & Team Official ID

- **To protect the integrity of the OPDL and its participants, all players & Team Officials are subject to player ID checks at EVERY game**
 - Must be submitted 25 minutes before Kick-Off
- **All players & Team Officials will have a Player ID – Team Roster Report (TRR) with Player and Team Official photos**
- **Teams are to bring these to all OPDL games**
- **Without TRR with photos, players or Team Officials ARE NOT PERMITTED TO PARTICIPATE (a two week grace period – enforced after May 17th)**
 - Pictures, Scans, etc. are not acceptable as substitution (except in grace period)
 - Players without parental/guardian supervision, not participating in the game, will sit in the designated player area
- **Missing books/cards/TRR constitutes “Missing Player or Team Official Books/Cards” – Non-Compliance Type 3.7**

Player & Team Official ID

- Team Roster Reports generated from Power Up that include the photo of each player are required for identification
- If there is a photo missing for a player, then a Digital ID must be presented
- If the photo is missing and there is no Digital ID, the player is not eligible to play
- **Development Players (DPs) may not have Digital IDs and therefore Player Books/Cards are acceptable forms of verification.**



Club: Cambridge Youth Soccer
 Season: 2026 Outdoor
 Age Group: U14
 Play Level: Comp-OPDL
 District: Southwest Soccer
 Team Name: Cambridge United M 2012 OPDL Comp u14 Boys



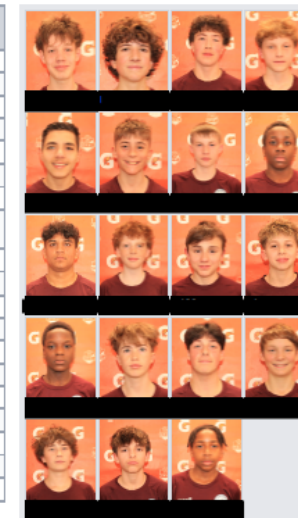
Printed:
08/04/2026 2:12 PM



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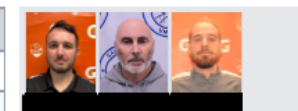
PLAYERS

#	Name	DOB	Membership #	Eligibility Date	Reg Status
1		07/06/2012	0S2983962868	04/02/2026	ACTIVE
2		29/01/2012	0S1147476138	04/02/2026	ACTIVE
3		26/06/2012	0S1486811125	11/03/2026	ACTIVE
4		16/08/2012	0S7237950797	04/02/2026	ACTIVE
5		27/02/2012	0S5701846088	04/02/2026	ACTIVE
6		27/10/2012	0S1825512206	04/02/2026	ACTIVE
7		05/01/2012	0S9053365250	04/02/2026	ACTIVE
8		21/02/2012	0S9358804127	04/02/2026	ACTIVE
9		12/01/2012	0S4514778943	04/02/2026	ACTIVE
10		26/12/2012	0S5349520524	04/02/2026	ACTIVE
11		15/08/2012	0S1248092664	04/02/2026	ACTIVE
12		05/09/2012	0S2344391123	04/02/2026	ACTIVE
13		09/06/2012	0S7389140519	04/02/2026	ACTIVE
14		28/07/2012	0S3596997223	04/02/2026	ACTIVE
15		24/07/2012	0S1786700391	04/02/2026	ACTIVE
16		30/03/2012	0S7037937824	04/02/2026	ACTIVE
17		17/11/2012	0S8764648966	04/02/2026	ACTIVE
18		23/11/2012	0S7397719489	04/02/2026	ACTIVE
19		20/01/2012	0S4577434955	04/02/2026	ACTIVE



STAFF

#	Name	Title	Membership #	Eligibility Date	Reg Status
1		Assistant Coach	0S1686027852	26/02/2026	ACTIVE
2		Technical Director	0S8387633623	26/02/2026	ACTIVE
3		Head Coach	0S3011936441	26/02/2026	ACTIVE



I hereby certify the above information is TRUE and correct.
 The person signing this form verifies that:

Print Name: Martha Astesiano
 Date: 13/03/2026

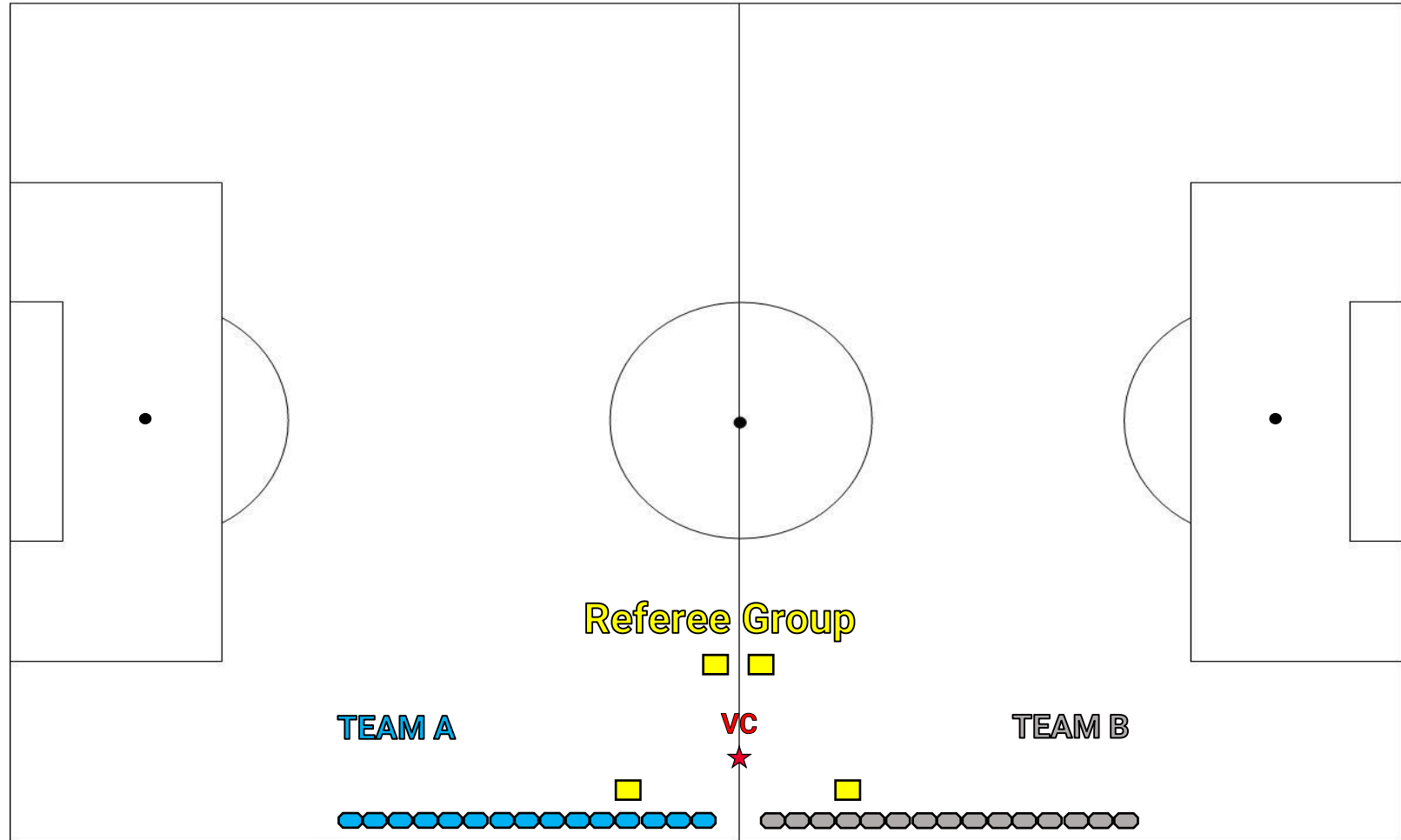


SOUTHWEST SOCCER

Signature: Martha Astesiano

Player ID Verification Procedure

Spectators



- Complete during Match Official Equipment Check.
- Complete the ID Check for the team that lines up first:
 1. Start with 1st player and ask for First/Last Name;
 2. Find name on game sheet, and confirm name on TRR;
 3. Confirm TRR photo matches that of player;
 4. Move on to next player and move down the line until everyone has been checked;
 5. Check second team;
 6. Check Team Officials after both teams players are done

OPDL Patches



- It is a requirement for teams to have an OPDL patch on the left sleeve of their jerseys. The home jersey should have the TFC patch, and the away jersey should have the CPL patch, as seen below.

Home Jersey



Away Jersey

Medical Forms

- **Medical Forms for all players must be available at every game**
- **The on site Medical Staff will have access to the forms digitally**
 - Medical Forms for Play-Up Permits and Development Players must also be submitted prior to the game



Return to Play
Sports Centre

Substitutions

- **Substitutions require planning/consideration**

1. Team is to submit form with uniform numbers of players entering and leaving field to Venue Coordinator
2. The substitute(s) will come to the Administrative Tent and wait for the Match Official to authorize the substitution(s)
3. Venue Coordinator will note time & initial substitution(s) as the player enters the field, once player has entered the Substitution Form will then be returned to the Team Official at the Admin tent
4. Venue Coordinator will add substitution and publish on the MySoccer App

- **This process will also be followed for intermission substitutions**

- Players must report to Venue Coordinator table for verification before entering the field after an intermission

- **Post-Match, Substitution Form is to be submitted to Venue Coordinator**

Substitutions – Concussion Policy

A single substitution, outside of the eight (8) allotted substitutions, is permitted for use in the event of a player being diagnosed with a concussion by OPDL Medical Staff on-site.

- If a player is suspected to have sustained a head injury, a temporary substitution is provided to the team while OPDL Medical Staff is assessing the player for a potential concussion.
 - If the player being assessed is cleared by OPDL Medical Staff to continue to play in the match, the player must re-enter the field of play for the substitution not to count.

Team Bench Management

- **Appropriate Coach: Player ratio is important**
- **2 Qualified Team Officials are required at all games**
 - Head Coach &
 - Assistant Coach OR Goalkeeper Coach
 - Having fewer than 2 qualified Team Officials (Head Coach, Assistant Coach OR Goalkeeper Coach) constitutes “Less than 2 Qualified Team Officials on the Bench” – Non-Compliance Type 1.8
- **No more than 5 Team Officials Permitted during game**
 - Having more than 5 Team Officials constitutes “More than 5 Team Officials on Bench” – Non-Compliance Type 2.2
- **Female teams must have a female Team Official on the bench for all games**
 - Head Coach, Assistant Coach, or Goalkeeper Coach

Post-Game Duties

- **Following the game, 1 Team Official is to validate accuracy of the Match/Game Facts on the MySoccer App as completed by the Venue Coordinator and verified by the Match Official**
- **Substitution form to be submitted to Venue Coordinator**
 - Ensure Top Performers section is complete and the sheet is signed
- **Teams are encouraged to complete their post-game debrief in an area away from the field of play to allow the next game to start promptly**



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MySoccer App



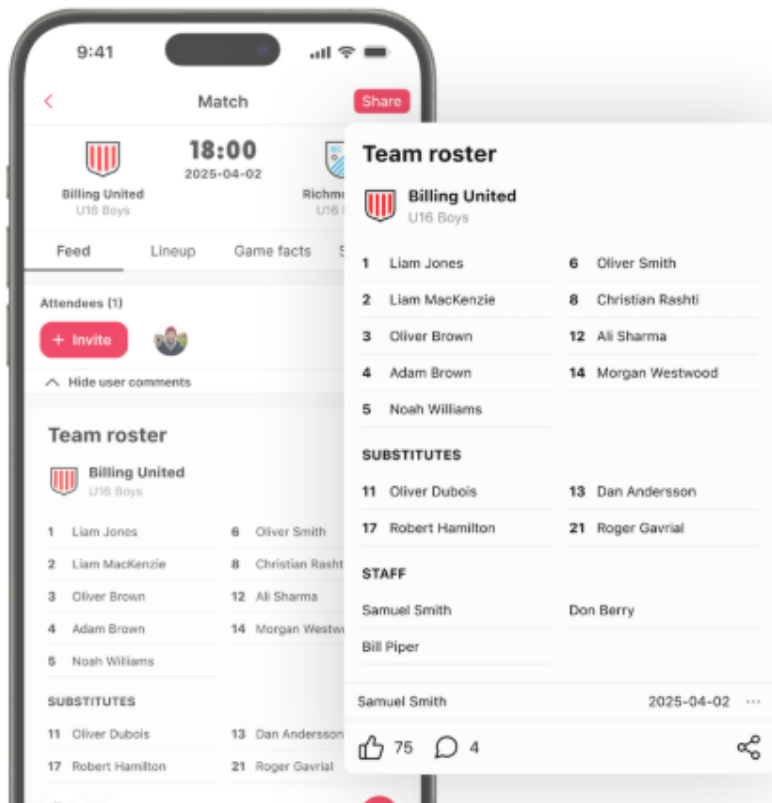
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Creating Game Day Rosters

Game Rosters

Note: You need to be a Team Admin or Team Reporter to use this feature.



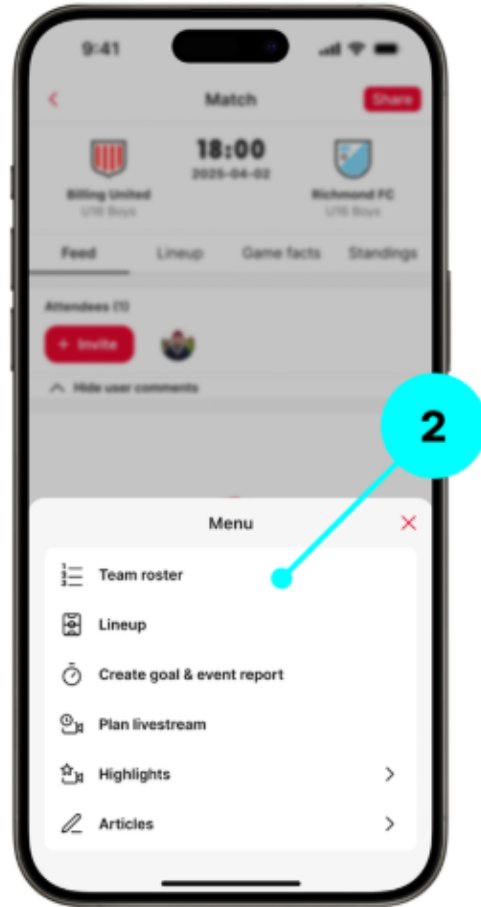
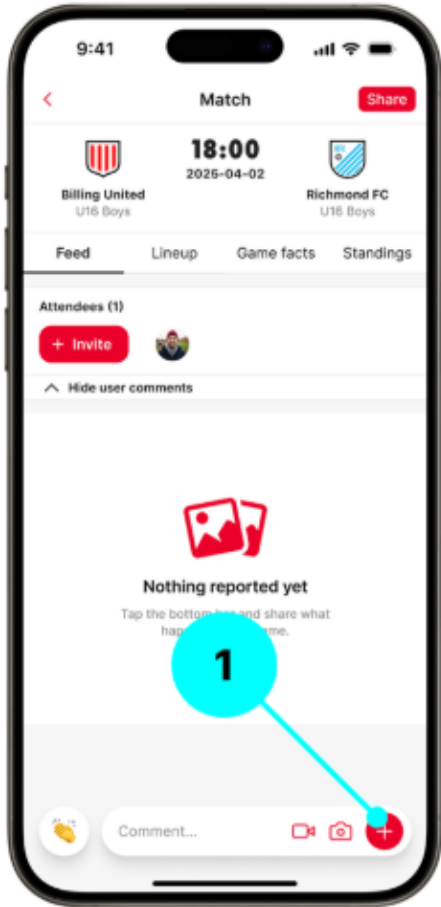
01

Game Roster

This guide will show you how to create and publish a Game roster.

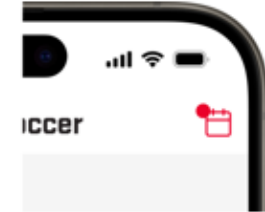
When to use it: Start here! Creating your Game Roster is the first step in preparing for match day. It helps engage fans before the match and involves the squad by sharing the lineup and key players. Complete the roster first to set the foundation for your Team Line-up, Pre-game Article, Event Reporting, and Post-game Report.

Game Rosters



Navigate to the game page in the App

Your team's games can be found in the game calendar at the top right of the app's home page, in your home feed, and you can also find the game page via your team's or league's page.



1. Tap the + Button

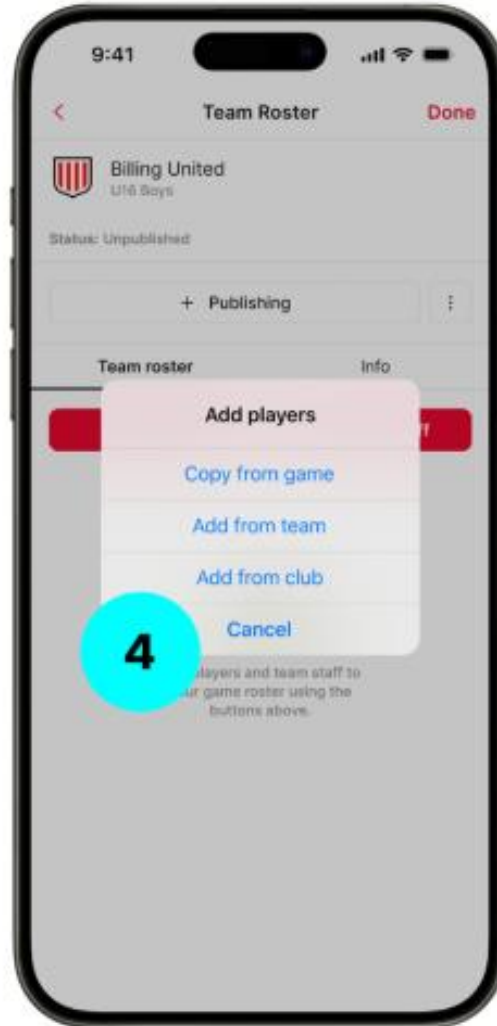
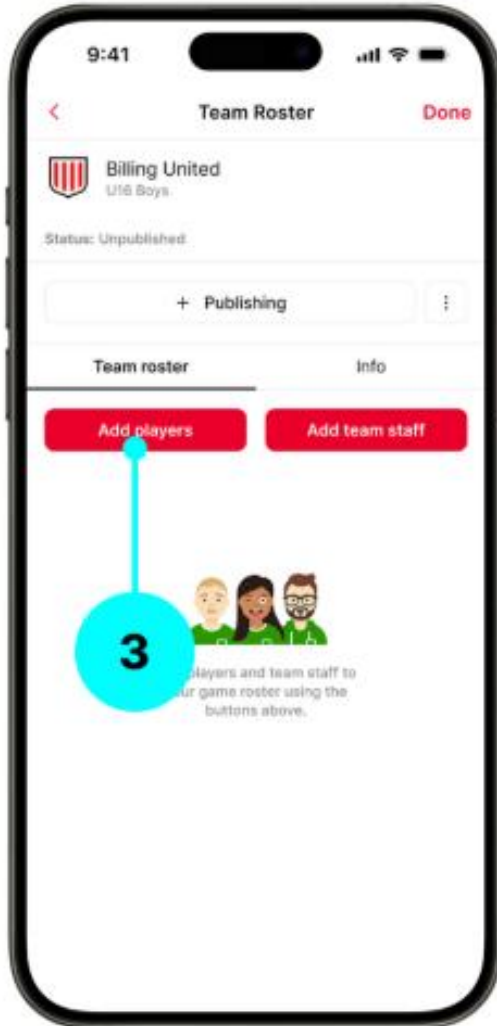
On the game page, tap the + button in the action bar at the bottom-right of the screen.

2. Select "Team Roster" from the Menu

From the menu that appears, tap Team Roster.

⚠ Note: The first time you open the Game Squad page (for games with digital referee reports), you may be asked to connect your account.

Game Rosters



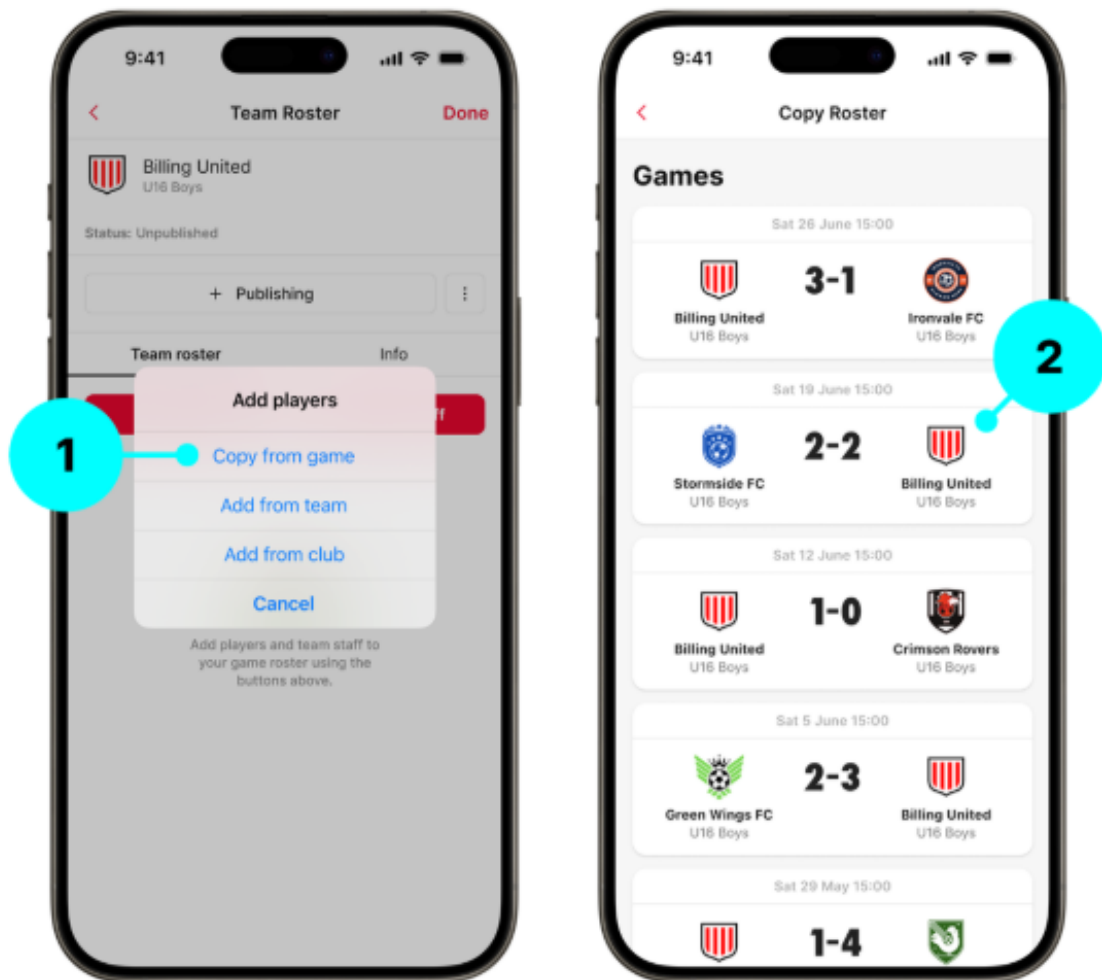
3. Tap the Add Players or Staff button

Opens the options to add players and staff to your roster.

4. Choose how you want to add players

Select how you want to build your roster from the available options.

Game Rosters - Copy from Another Game



Copy Roster from a Previous Game

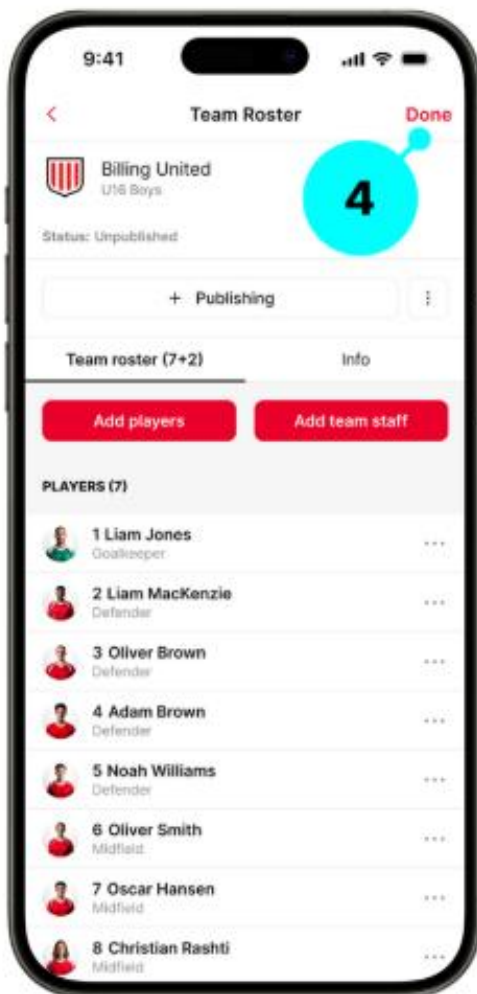
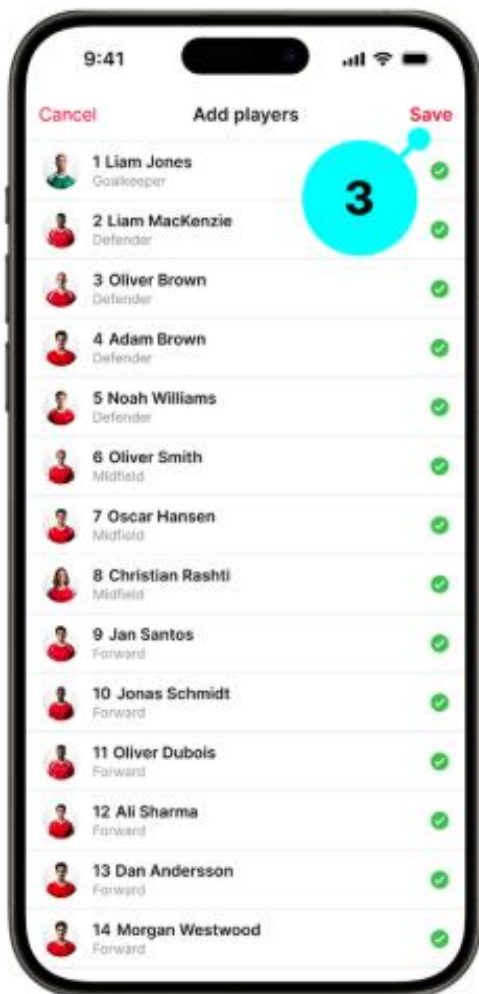
1. Tap "Copy from a Game"

Choose Copy from a Game when selecting how to add players.

2. Select the Game You Want to Copy From

Scroll through the list and tap the game you'd like to copy the roster from.

Game Rosters - Copy from Another Game



3. Review the Players

The roster will automatically be populated from the game you selected.

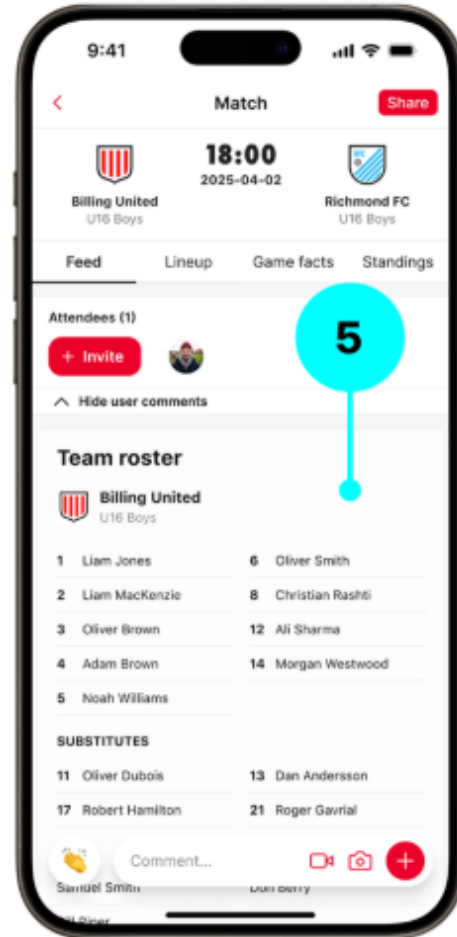
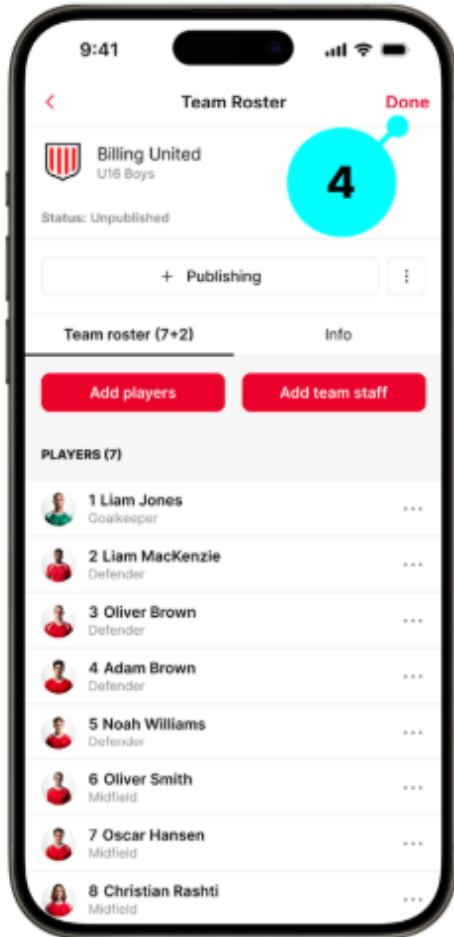
- Tap Cancel if you want to pick another game.
- Tap Save if it looks good.

4. Tap "Done"

After saving, tap Done to confirm.

Success! Your roster is added.

Game Rosters - Copy from Another Game



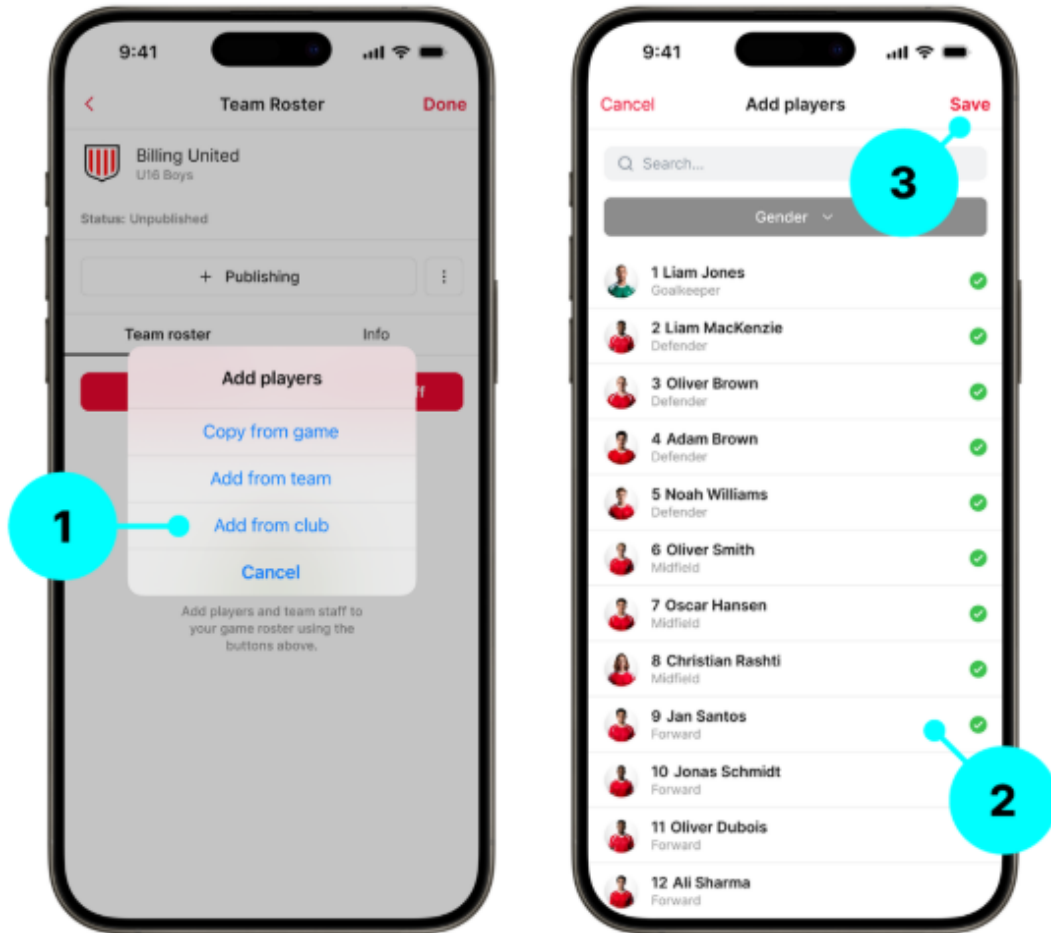
4. Tap Done

When you are finished, tap Done to confirm.

5. Success

Your Team Roster is now published and will appear on the match feed page.

Game Rosters - Add Players from Club Roster



Add Players from Club Roster

1. Tap "Add from Club"

Select Add from Club to choose players from your entire club roster.

2. Search and Select Players

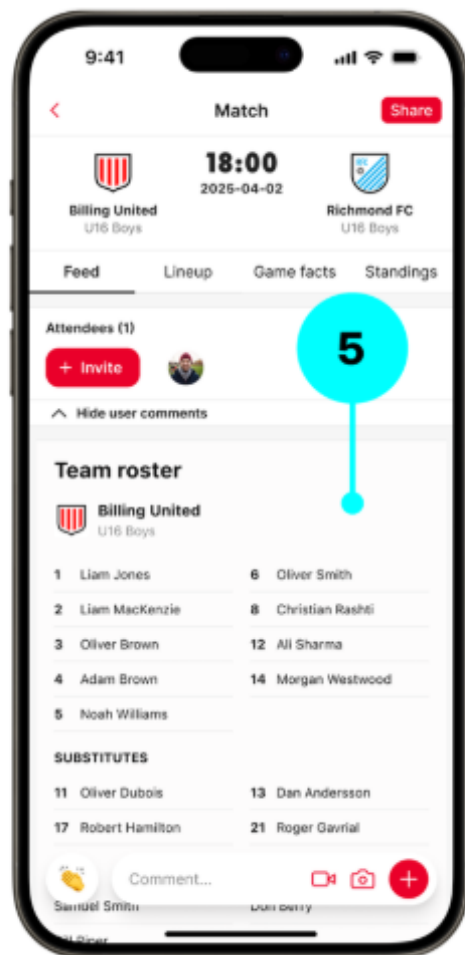
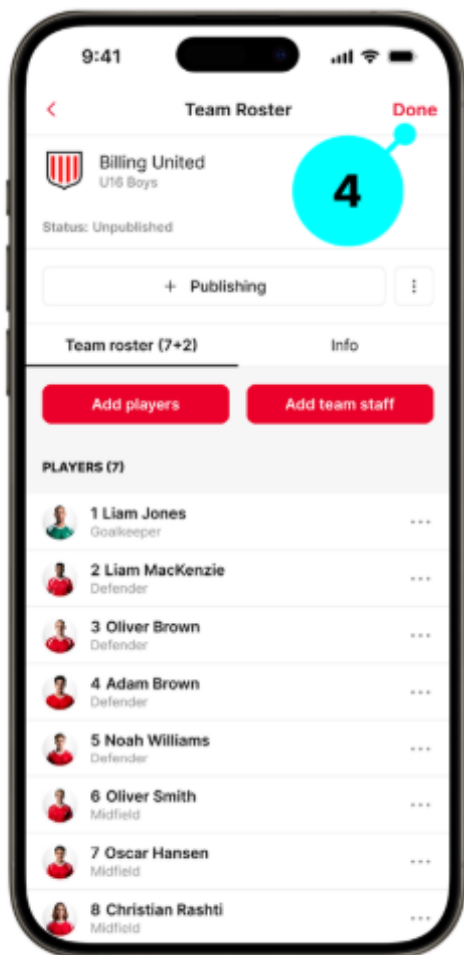
Search by player name.

- Filter by gender (if available).
- Tap each player you want to add.

3. Tap "Save"

Once your selection is complete, tap Save.

Game Rosters – Add Players from Club Roster



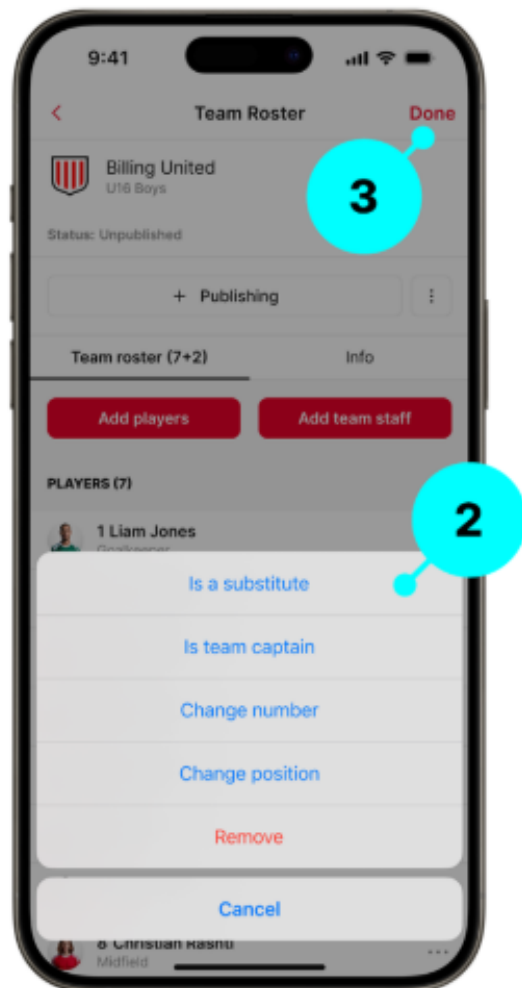
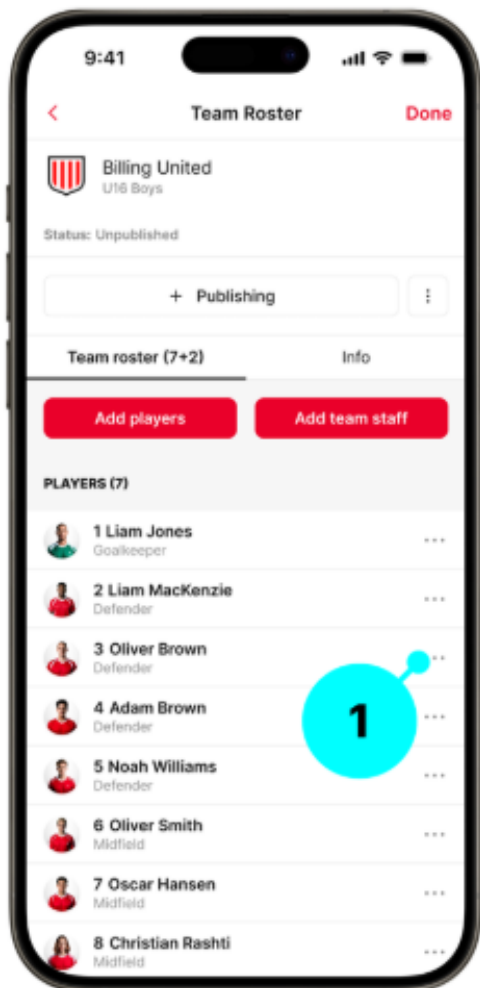
4. Tap Done

When you are finished, tap Done to confirm.

5. Success

Your Team Roster is now published and will appear on the match feed page.

Game Rosters – Changes to Players or Staff



Make Changes to Players or Staff

1. Tap the More Menu (Three Dots)

On the roster page, tap the three dots icon next to a player or coach.

2. Edit or Remove Player/Staff

You can:

- Edit player details.
- Set them as a substitute.
- Make them captain.
- Remove them from the roster.

3. Tap "Done"

Once you've made your changes, tap Done to confirm.

Your roster is now updated.



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Lineups

Lineups

Note: You need to be a Team Admin or Team Reporter to add a lineup roster.



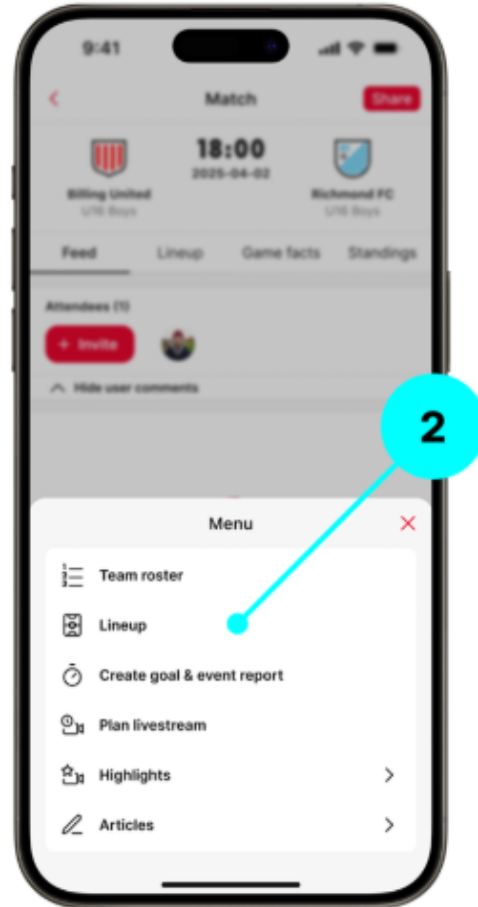
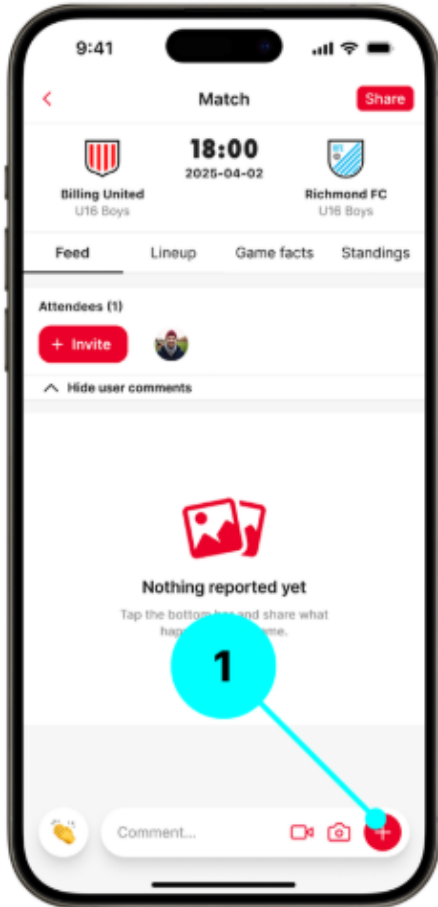
02

Line-up

This guide will show you how to create and publish your team's line-up.

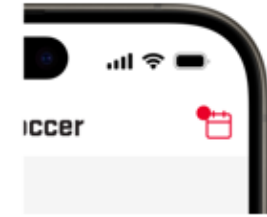
When to use it: Once your Team Roster is complete, your next step is to create the Line-up. This allows you to define your starting eleven, select your formation, and share the line-up with fans before kickoff.

Lineups



Navigate to the game page in the App

Your team's games can be found in the game calendar at the top right of the app's home page, in your home feed, and you can also find the game page via your team's or league's page.



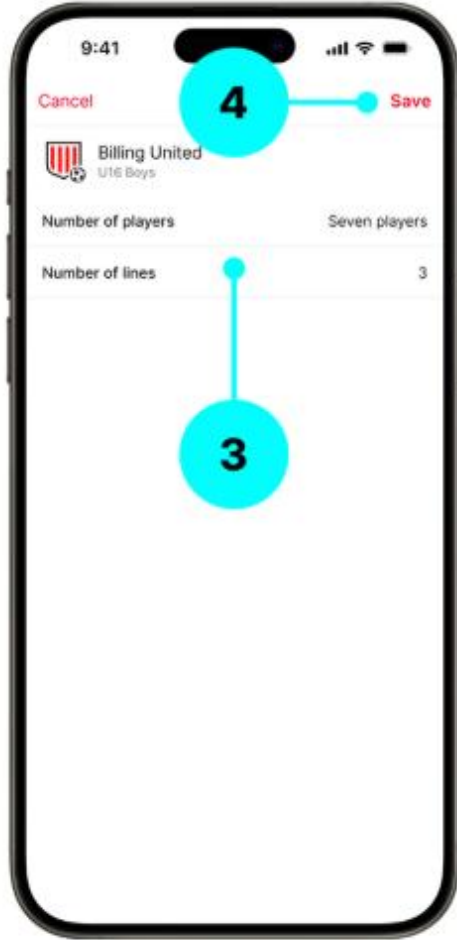
1. Tap the + Button

On the game page, tap the + button in the action bar at the bottom-right of the screen.

2. Select "Lineup"

From the menu that appears, tap Lineup.

Lineups



3. Set the Number of Players and Lines

Select the number of players. Then select the number of lines.

4. Confirm the Formation Setup

Tap Save to confirm your formation and number of players.

5. Add Players to Positions

Tap the + icon on any position to add a player.

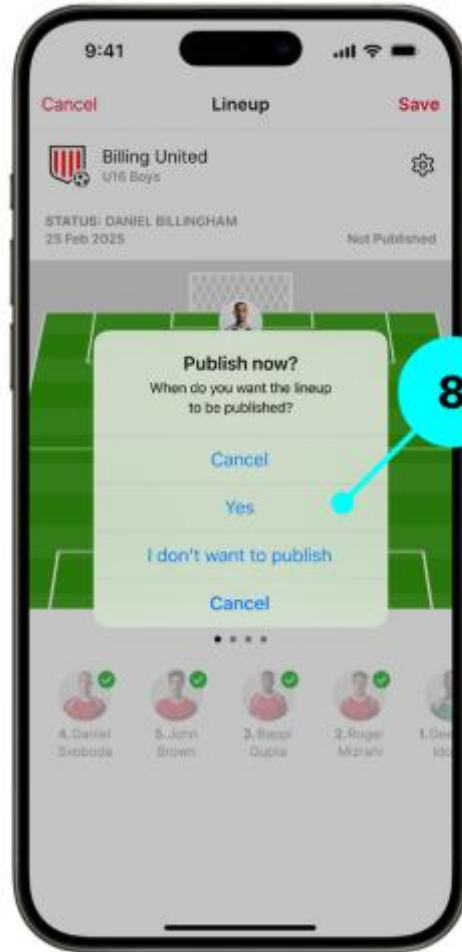
6. Select a Player from the Team Roster

Select a player to fill the position. A check mark will show next to the player's name in the list.

To remove a player, tap their image in the list to uncheck them.

To replace a player, tap them on the pitch and select another player from the list.

Lineups



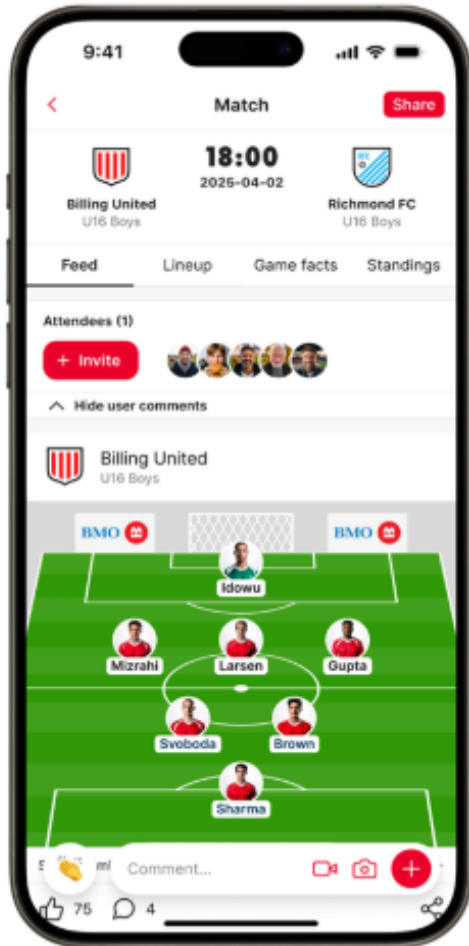
7. Save the Line-up

When you have added all players, tap Save at the top-right of the screen.

8. Publish the Line-up

In the pop-up window, tap Publish Now to share your line-up.

Lineups



9. View the Line-up

Your line-up is now published and available for fans and followers to view on the game page.

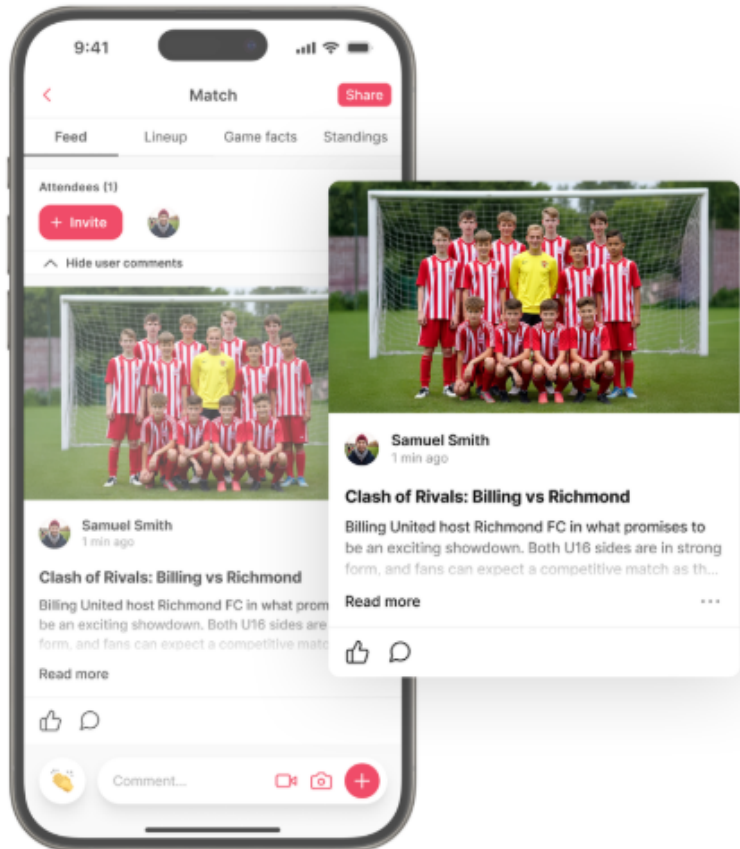


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Creating Pre-Game Articles

Pre-Game Articles

Note: You need to be a Team Admin or Team Reporter to use this feature.



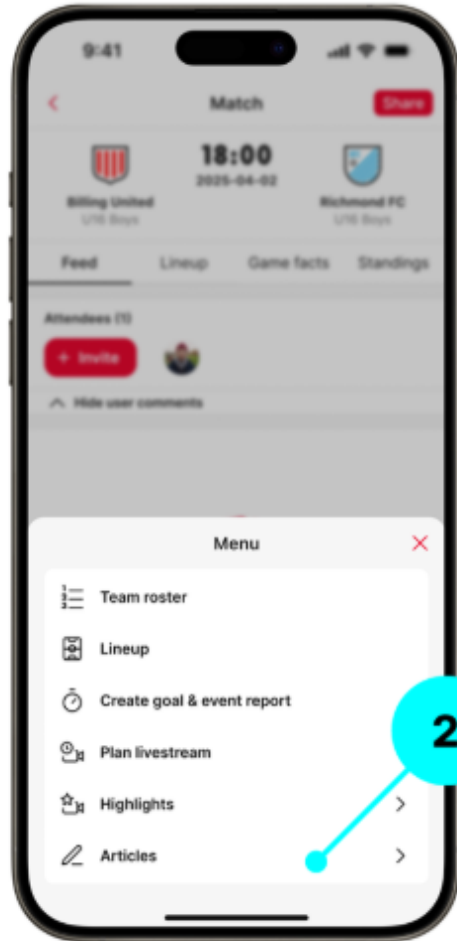
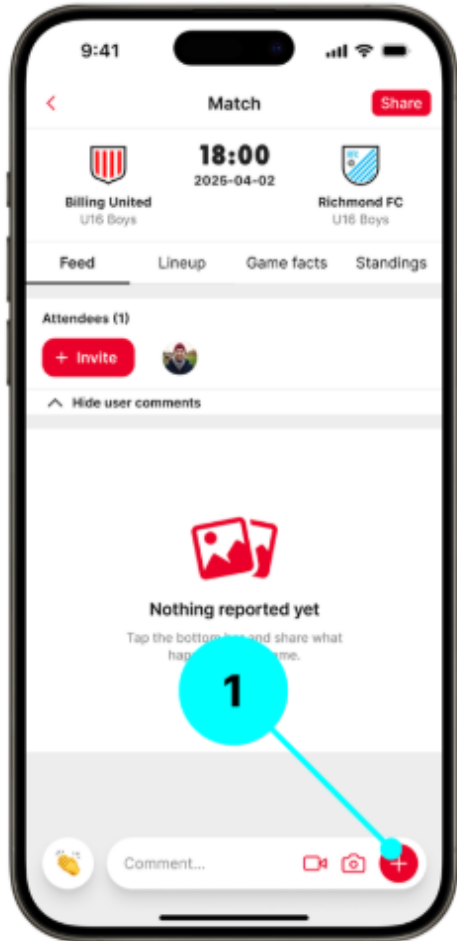
03

Pre-Game Article

This guide will show you how to create and publish a Pre-game article before your match.

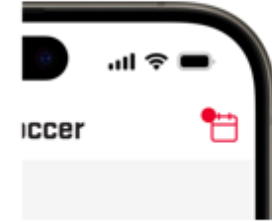
When to use it: A Pre-game article helps you engage fans before the action begins. Share your thoughts on the upcoming match, highlight key players, or offer stats from previous games. Keep it positive and sportsmanlike to build excitement and anticipation.

Pre-Game Articles



Navigate to the game page in the App

Your team's games can be found in the game calendar at the top right of the app's home page, in your home feed, and you can also find the game page via your team's or league's page



Getting Started

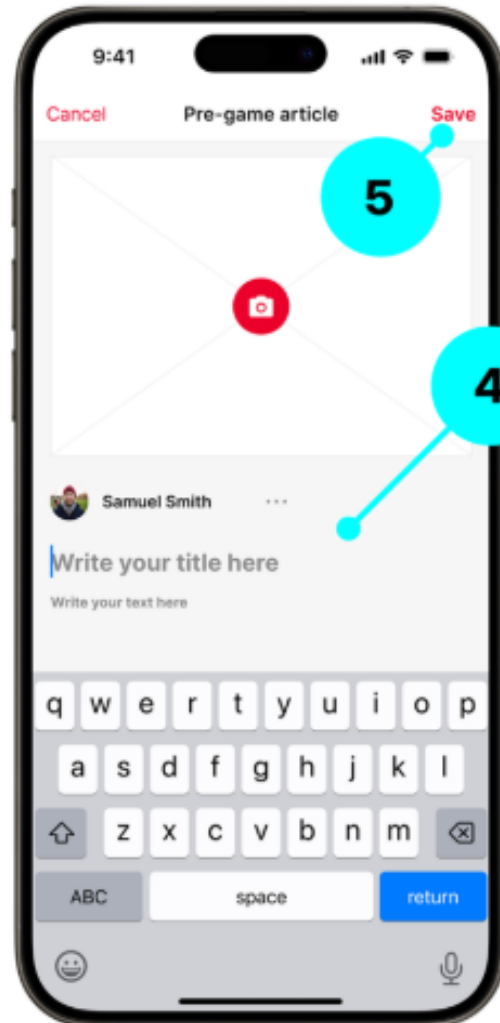
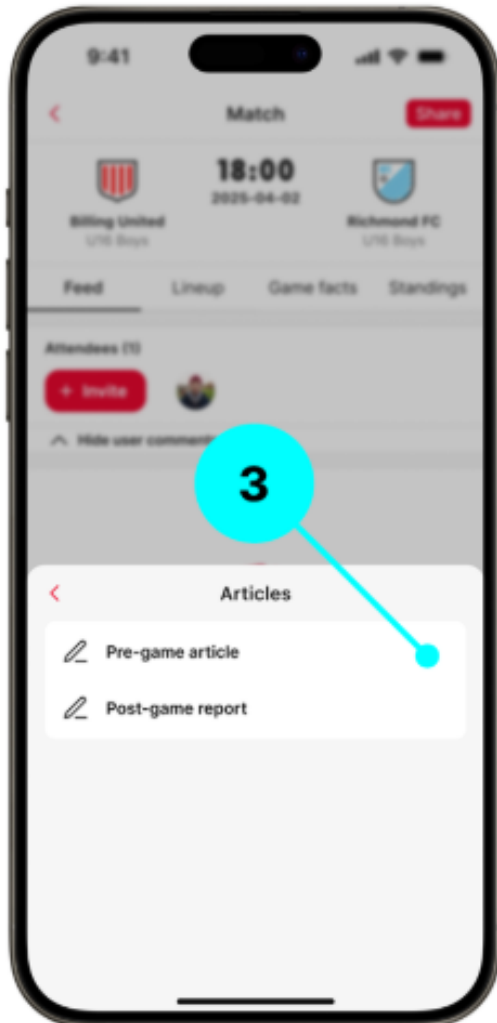
1. Tap the + Button

Opens the reporting options menu from the game page.

2. Tap Articles

Opens the list of article types.

Pre-Game Articles



3. Tap Pre-game Article

Opens the Pre-game article editor.

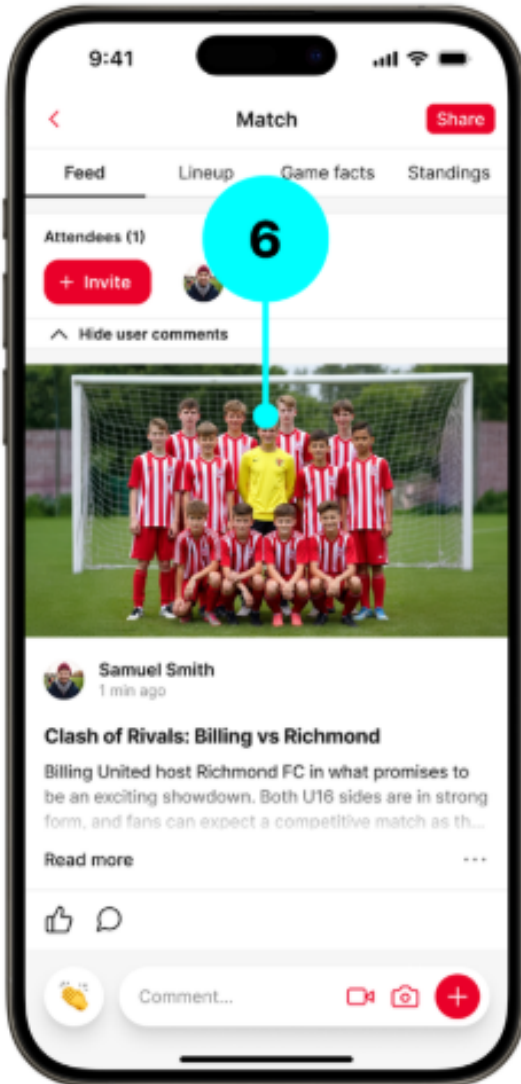
4. Get creative (Optional)

Add an image or video, title, and main text.

5. Tap Save

Publishes the article instantly and returns to the game page.

Pre-Game Articles



6. View article in the match feed

The article now appears in the match feed.



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Non-Compliance

OPDL Non-Compliance Process

- **Non-Compliance Notifications**
 - Licence Holder to receive a notification upon issuance of notice
 - Request to Rectify completed by Licence Holder via the same platform
 - Form must be submitted with evidence within 7 days of receiving non-compliance
- **Table of Fines included in Operational Rules – Appendix B - Fines**
 - Non-Compliance invoices issues at the mid-season break & upon the conclusion of the season
- **Grace Period for game-related non-compliance ends – May 17th, 2026**

Avoiding Non-Compliance

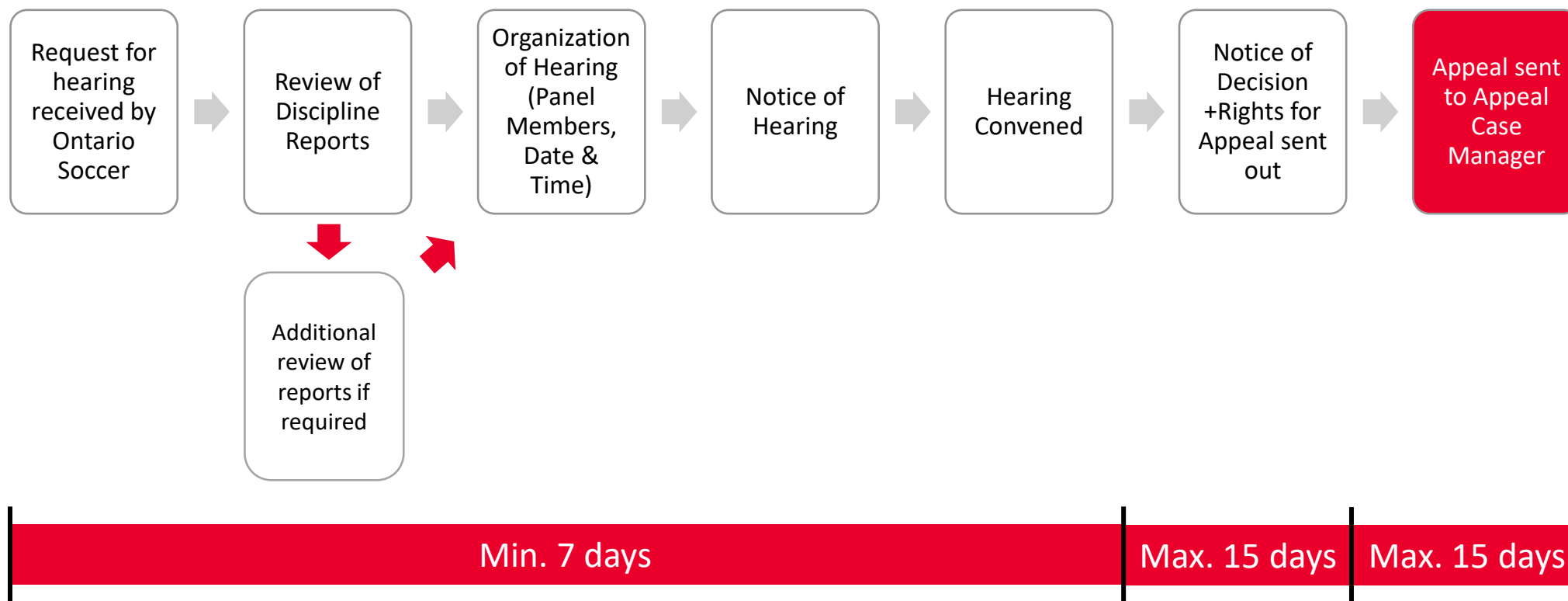
- **Incomplete Game Day Rosters & Failure to have 2 qualified Team Officials on bench are most common**
 - Incomplete Game Day Rosters
 - Uniform Numbers
 - Starting 11 & Goalkeepers indicated
 - 2 Team Officials
 - Must be vetted Head Coach + Asst. Coach OR Goalkeeper Coach
 - Parent Coaches, not approved, will be deemed as an absent
- **Teams will be given a 2 week grace period**
 - Notices of Non-Compliance shall be issued without fines
- **Misrepresenting information was very common in 2025**
 - Signing as another person



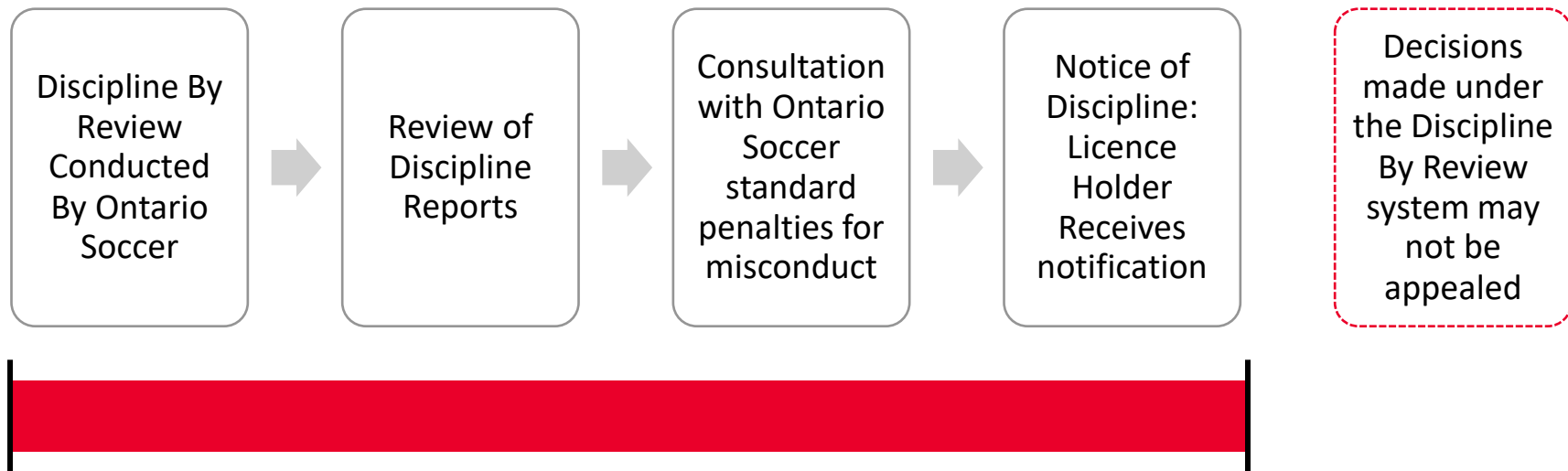
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Discipline

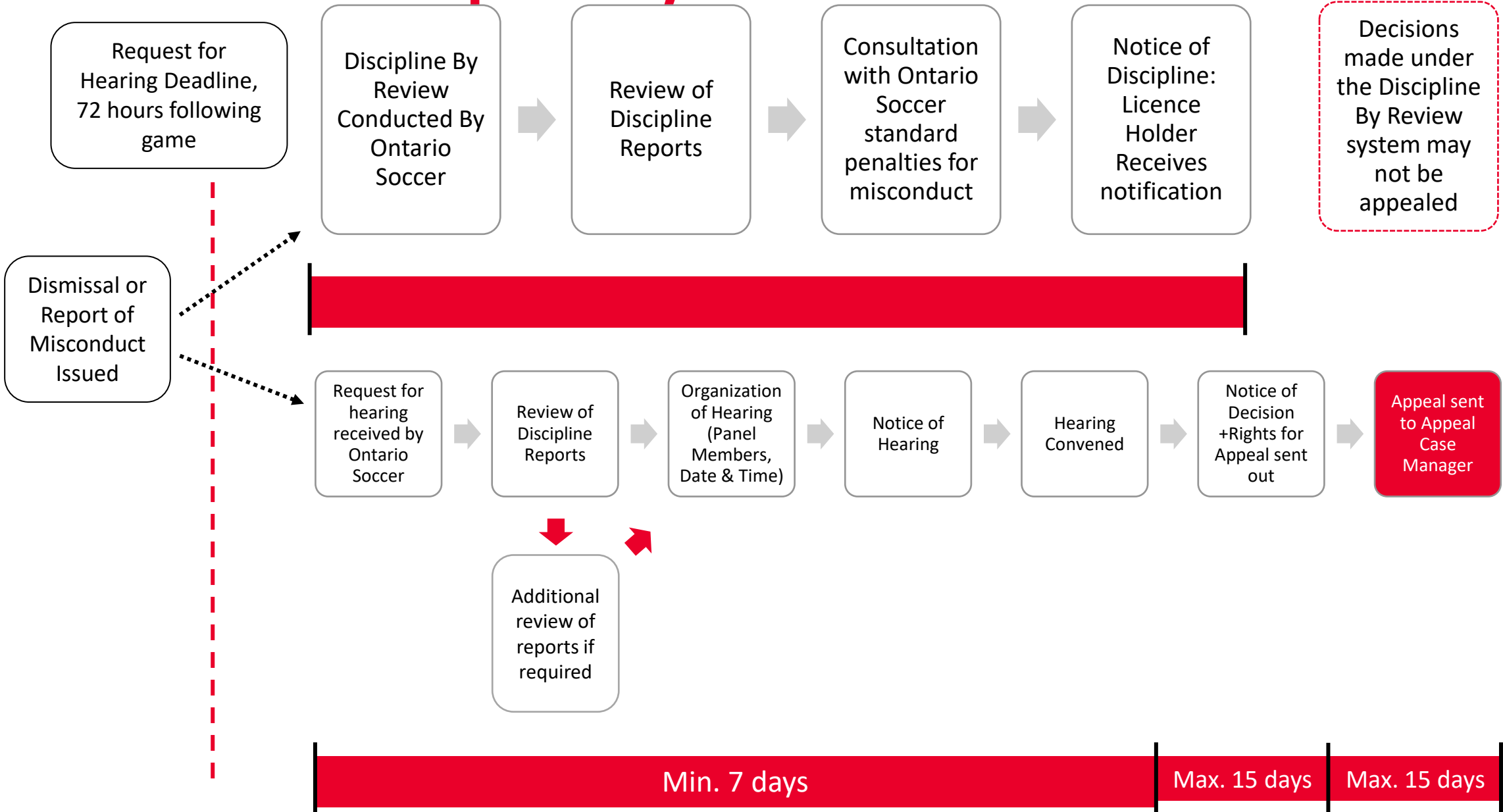
Discipline By Hearing



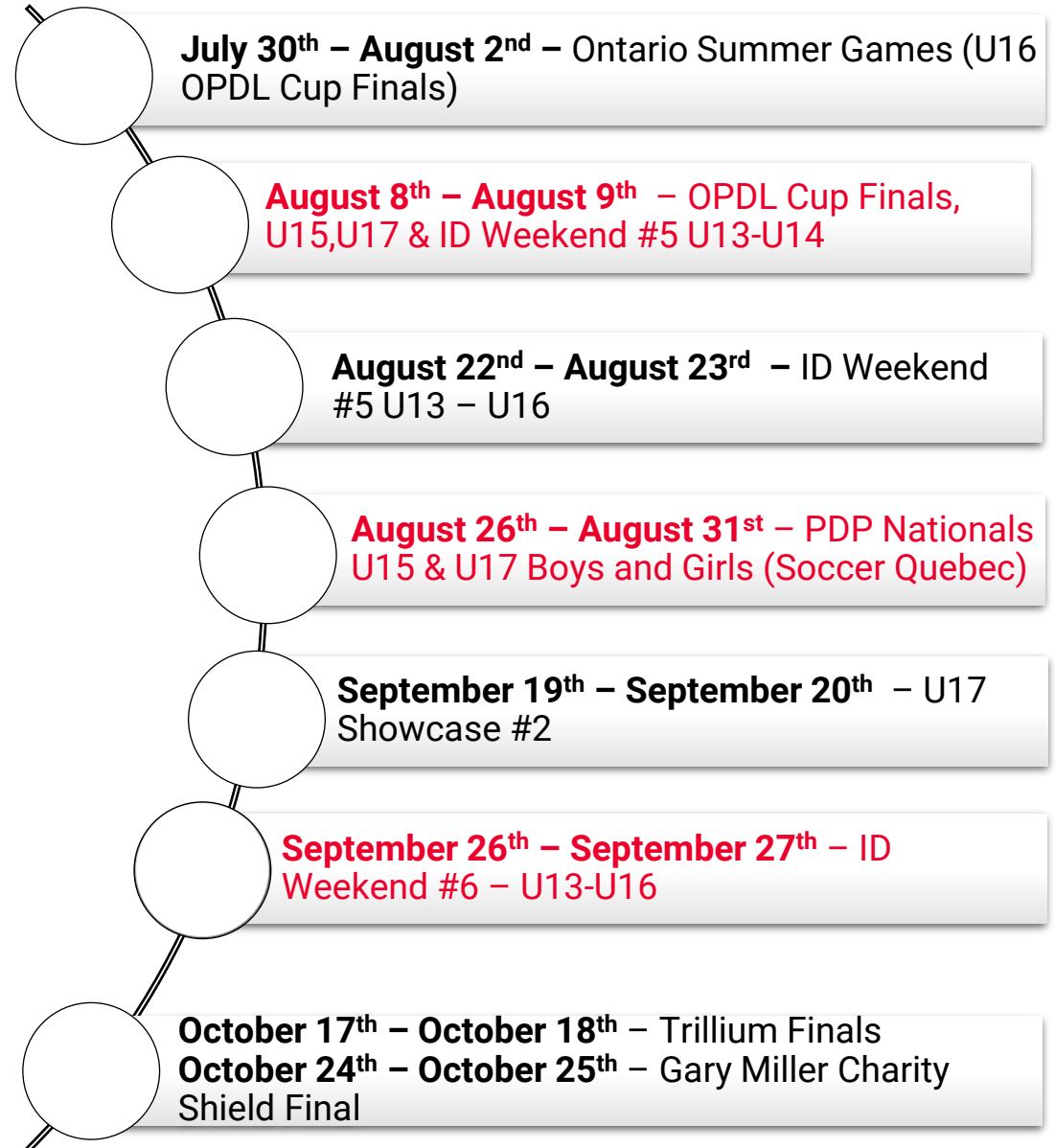
Discipline By Review



OPDL Disciplinary Process



Important Dates



Questions?





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Thank you to our Partners who help us #PlayInspireUnite.

PREMIER PARTNERS



APPAREL AND
EQUIPMENT
PARTNER



OFFICIAL MEMBER
REGISTRATION
TECHNOLOGY
PARTNER



OFFICIAL SUPPLIERS



SPORT PARTNERS



Generating Game Sheet on theopdl.com

OPDL Game Sheets

- All OPDL game sheets must contain:
 - Uniform number for each player
 - Play-Up Permit players number will not auto-generate and must be manually added
 - Registrant number for each player and Team Official
 - Signature for each Team Official present
 - Game #
 - Opponent
 - Venue
 - Date & Time of game
- Must print 4 copies per game



Ontario Player Development League
Game Sheet For: Aurora FC G15

Date: May 6, 2018
Game #: 141
Div.: Girls U15-Central
Field: Soccer Centre Indoor
K.O.: 15:45

Home Team: Aurora FC G15

Score:

Away Team: Burlington Youth G15

Score:

#	Inj	Player's Name	GK	XI	OSA	DOB	G	Y	R
		Megan BADITA (Developmental Player)			2820820	2003			
		Lynn HYUN (Developmental Player)			4828640	2003			
1		Noemie BOUCHARD			8614195	2003			
4		Amy ALESSANDRINI			2580431	2003			
5		Emily FITZGERALD			2442444	2003			
7		Martina PANNIA			2829272	2003			
8		Cadence SMYTH			2458173	2003			
9		Victoria NEDOK			4800471	2003			
10		Hanna MUTIC			2467969	2003			
11		Christina PAPACHRISTOS			2483231	2003			
13		Abigail KRYK			2823822	2003			
14		Emily WILSON			2438066	2003			
15		Madison SPENCER			2582203	2003			
16		Lauren MAZZOTTA			4846405	2003			
17		Christina GOMES			2648586	2003			
19		Aleya PIREB			2623988	2003			
21		Brenna HOGAN			4911729	2003			
29		Sydney ATTWELL			2604839	2004			

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

Position	Name	OSA #	Signature
Team Manager	Melinda Mantel	8447673	
Team Head Coach	Michael Aquino	944218	
Team Assistant Coach	Patrick Smyth	4860330	

Suspended

None

Team Instructions
Please print four (4) copies, all copies shall be presented to OPDL Venue Coordinator 25 minutes prior to kick-off
One copy will be returned to Team Officials after the game
No player or team official can be handwritten on the game sheet
Goalkeeper must be identified on game sheet
All players and team officials must have a valid OSA Registration Book/Card

Referee Instructions
Upon conclusion of the game please complete all 4 copies of each teams game sheet
Please distribute each teams completed game sheets as follows
1 copy is for the home team
1 copy is for the away team
1 copy is for the OPDL Coordinator
1 copy is for the referee
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?
(In case of a colour clash it is the responsibility of the AWAY team to change):
 Yes No
Referee: Linford DRUMMOND 3936465
AR #1: Joe LAU 476548
AR #2: Corina IORGA 2144185

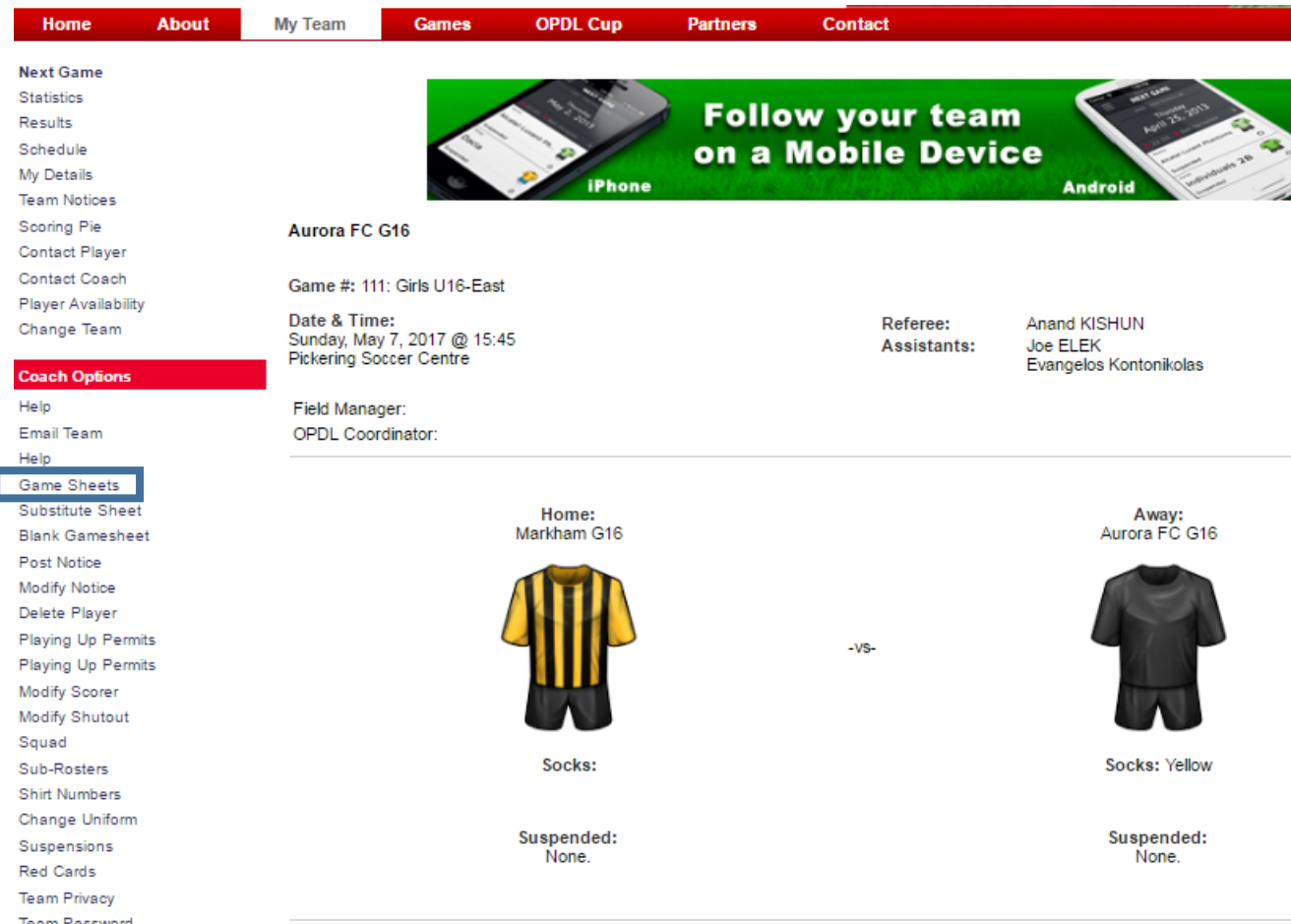
Your signature _____



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Generating OPDL Game Sheets

1. Click on “My Team” tab
2. Left side menu option appear
3. Click on Game Sheets



Home About My Team **Games** OPDL Cup Partners Contact

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

Coach Options
Help
Email Team
Help

Game Sheets
Substitute Sheet
Blank Gamesheet
Post Notice
Modify Notice
Delete Player
Playing Up Permits
Playing Up Permits
Modify Scorer
Modify Shutout
Squad
Sub-Rosters
Shirt Numbers
Change Uniform
Suspensions
Red Cards
Team Privacy
Team Password

Follow your team on a Mobile Device
iPhone Android

Aurora FC G16

Game #: 111: Girls U16-East

Date & Time: Sunday, May 7, 2017 @ 15:45
Pickering Soccer Centre

Referee: Anand KISHUN
Assistants: Joe ELEK, Evangelos Kontonikolas

Field Manager:
OPDL Coordinator:

Home: Markham G16
Away: Aurora FC G16

Socks: [Image of yellow and black striped jersey and black shorts]

Socks: Yellow [Image of black jersey and black shorts]

Suspended: None

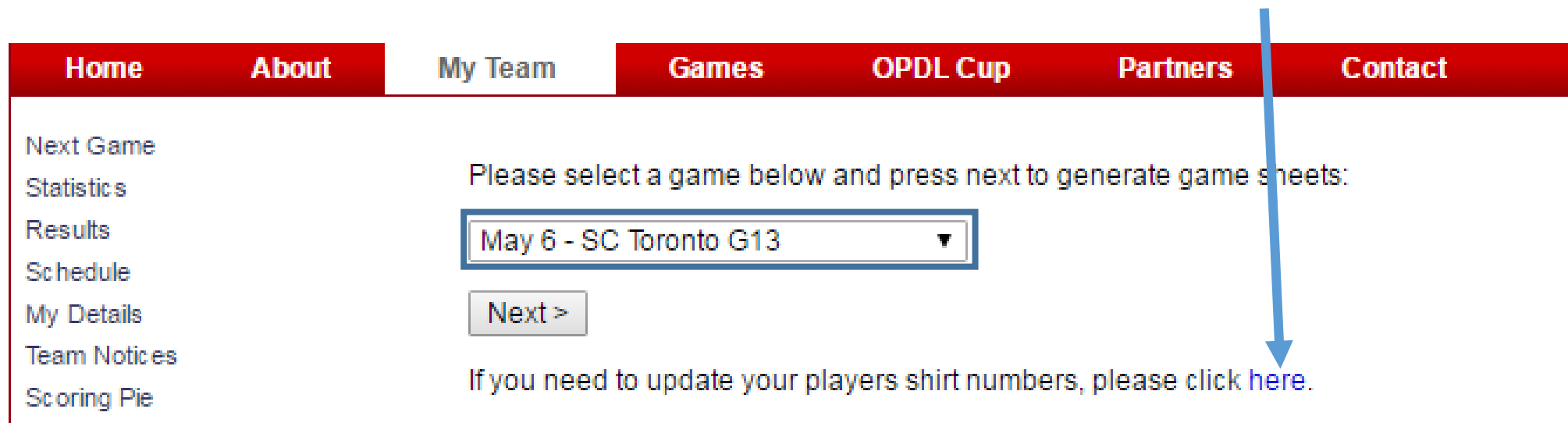
Suspended: None

Generating Game Sheets

4. Select game for which game sheets are required

5. Click Next

****You can also edit uniform numbers from this page via link****



Home About My Team **Games** OPDL Cup Partners Contact

Next Game
Statistics
Results
Schedule
My Details
Team Notices
Scoring Pie

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

May 6 - SC Toronto G13 ▼

Next >

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

Generating Game Sheets

6. Select Players & Team Officials to be populated on game sheet

7. Click Next

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

Coch Options

Help
Email Team
Help
Game Sheets
Substitute Sheet
Blank Gamesheet
Post Notice
Modify Notice
Delete Player
Playing Up Permits
Playing Up Permits
Modify Scorer
Modify Shutout
Squad
Sub-Rosters
Shirt Numbers
Change Uniform
Suspensions
Red Cards
Team Privacy
Team Password

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

#	Player
<input type="checkbox"/>	Renee WATSON
<input type="checkbox"/>	Lauren ROOT
<input type="checkbox"/>	Patricia TSOKOS
<input type="checkbox"/>	Alessia DONIA
<input type="checkbox"/>	4 Samantha RIBEIRO
<input type="checkbox"/>	5 Simona ROMANO
<input type="checkbox"/>	6 Eleni TZANIS
<input type="checkbox"/>	7 Isabella AHMED
<input type="checkbox"/>	8 Julianna GILLEN
<input type="checkbox"/>	9 Paige ANTON
<input type="checkbox"/>	10 Emily IAFRATE
<input type="checkbox"/>	11 Brynne MANSELL
<input type="checkbox"/>	12 Emma ROCCATANI
<input type="checkbox"/>	13 Mckenna BURT
<input type="checkbox"/>	17 Aliya GOMES
<input type="checkbox"/>	18 Rosa-Leah RUSSO
<input type="checkbox"/>	19 Sydney ATTWELL
<input type="checkbox"/>	21 Sophia MICELI
<input type="checkbox"/>	26 Aliya GARRETT
<input type="checkbox"/>	44 Sylvia TORRESANO
<input type="checkbox"/>	77 Isabella COUTTS
<input type="checkbox"/>	99 Madison HEELEY

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

Team Official	Position
<input checked="" type="checkbox"/> Anna Bisogno-Coutts	Team Assistant Coach
<input checked="" type="checkbox"/> jennifer burt	Team Manager
<input checked="" type="checkbox"/> Marcello lafrate	Team Manager
<input checked="" type="checkbox"/> Matt Rosati	Team Head Coach
<input checked="" type="checkbox"/> Matt Rosati	Team Head Coach

Check All Next >

Generating Game Sheets

8. Select “Create Game Sheet”

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

Coach Options

Help
Email Team

Create a Game Sheet

You need 4 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 OSA will assume that a player who is listed on the game sheet did take part so scratch a players name if he or she does not attend.

Sign all 4 game sheets and give them to the OPDL Coordinator before kick off.

The Match Official will complete the game sheets after the match and return 1 copy to you. You should keep this for your records.

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

9. Game sheet will appear in new tab

10. Print 4 copies