



GAME DAY OPERATIONS MANUAL

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PART I - INTRODUCTION

Our stated vision for League1 Ontario is to be recognized as **The Best Soccer League in Canada** below the fully professional level (e.g. MLS, NASL, USL for men, NWSL for women).

To achieve this ambitious goal, we must demonstrate an uncompromising commitment to operational and experiential excellence, both on and off the field of play.

Successful execution of this objective will be the cornerstone of our success and will be crucial in ensuring that League1 Ontario will be worthy of loyal fan support, positive media attention and respect from the soccer community at home and abroad.

We must share and adopt recognized best practices, avoid repeating the mistakes made by those that have come before us and hold each other accountable. This league is only as strong as our weakest link. It is critical we set a high standard and we support each other to achieve and exceed those standards.

Sincerely,

A handwritten signature in black ink, appearing to read "Dino D. Rossi (Jr.)", with a long horizontal stroke extending to the right.

Dino D. Rossi (Jr.)
Commissioner, League1 Ontario



PART II – GAME DAY PROCEDURES FOR HOME TEAM / HOST

2.0 Game Day Staffing

- a) The Home Team / Host will be responsible for ensuring sufficient staff is present on game day for the delivery of all required home field operations, as stipulated in the OSA Standards for Semi-Professional Soccer. The Home Team / Host's game day staff must be clearly identifiable, either by wearing a distinctive uniform or some other identifiable marking.
- b) Home Team / Host staff must consist of individuals who will fill the following roles:
 - *Game Day Manager (see Appendix A for definition of the responsibilities of the Game Day Manager)*
 - *Referee Liaison (also responsible for Referee dressing rooms)*
 - *Ticketing Supervisor and Ticketing Staff*
 - *Media and Broadcast Liaison*
 - *Public Address Announcer*
 - *Timekeeper*
 - *Dressing Room Attendant (responsible for both home and visiting dressing rooms)*
 - *Head of Game Day Security and appropriate security staff in accordance with anticipated spectator attendance.*
 - *Ball Retrievers (no less than six per game, each not younger than 12 years of age)*
- c) Home Team / Host must ensure that municipal / regional emergency services are available and can reach the stadium field in no less than fifteen (15) minutes. In the event that emergency services are deemed unable to arrive at the facility within 15 minutes, an ambulance and qualified emergency staff must be available on site for the duration of each match.

2.1 Field of Play Preparation

- a) The Home Team / Host's Game Day Manager shall ensure the field of play is properly marked, according to FIFA regulations and the OSA Standards for Semi Professional Leagues. Refer to Appendix B of this document for additional details.
- b) The Game Day Manager will also ensure the goals are in place and properly secured, with netting in good condition and properly fastened and that the four (4) corner flags of the correct height are in place and in good condition.
 - i. **As per FIFA Regulations, Tires/Wheels cannot be installed on the goals that are used in League1 Ontario matches.** The Game Day Manager must have the necessary tools to remove wheels from goals.
- c) The Home Team / Host shall work with the management of the stadium facility to ensure the field is in the best possible condition for each match day. If the facility's field surface is natural grass, the grass blade length on game day should not exceed 2cm.
- d) The Game Day Manager will ensure any League issued signage is in place and oriented as per the provided placement guide no less than sixty (60) minutes prior to kickoff.
- e) The Canadian flag must be displayed at all home games. In the event the opponent is from a country other than Canada, that country's flag shall also be displayed.



2.2 Game Balls

- a) The Game Day Manager is responsible for delivering a minimum of Four (4) Game Balls, fully inflated, to the referee dressing room no later than 60 minutes prior to kickoff. **All Game Balls provided must be identical to each other in make and model.** It is recommended that one (1) Game Ball be provided for each ball retriever.
- b) If a specific ball has been designated as the “Official Game Ball” for League1 Ontario and those balls are provided to the License Holder free of charge, License Holders will be required to use that ball in all L1O sanctioned competitions, without exception.
 - i. If the License Holder is required to purchase the designated “Official Game Balls”, the License Holder may request written permission from the League to utilize game balls other than the official game ball.
- c) Any match ball used in League play must meet all requirements of Law 2 of the FIFA Laws of the Game. Additionally, acceptance of a ball for use in official L1O matches is conditional upon the ball bearing one of the following marks:

- i. the official “FIFA QUALITY PRO” logo
- ii. the official “FIFA QUALITY” logo
- iii. the “INTERNATIONAL MATCHBALL STANDARD” logo



2.3 Referee Services

- a) The Home Team / Host must appoint a member of staff to serve in the capacity of Referee Liaison on match days. This person is required to be on site no later than seventy-five (75) minutes prior to the scheduled kickoff time, and is expected to meet the match officials upon their arrival at the facility and provide for their needs while they are on site.
 - b) Match Officials must be provided a clean and comfortable dressing room equipped with hot water shower(s) that is separate from those assigned to the home and away teams.
 - c) The Home Team / Host is required to stock the match officials’ dressing room with, at minimum:
 - i. twelve (12) 500ml bottles of water
 - ii. 2.5 kg of ice placed in a cooler
 - iii. Four (4) bath towels (minimum 27 inches x 52 inches)
- } **These items must be placed in the match officials’ dressing rooms no later than 60 minutes prior to kickoff.**
- d) The Referee Liaison is expected to ensure the safety and security of the match officials while they are on site. **An identifiable security guard must be made available to escort match officials to and from the field of play.**
 - e) No person may enter the match officials’ dressing room without permission. The referee liaison must ensure the dressing room is locked when the match officials are not using it.



- f) The League will provide all License Holders with a Substitution Board.
 - i. The Substitution Board must be placed in the match officials' dressing room in advance of their arrival at the stadium on match day. The Referee Liaison must ensure it is functioning properly.
 - ii. The Home Team / Host is expected to have a back-up method for indicating substitutions in case the league supplied Substitution Board is not functional on game day.

PLEASE NOTE: License Holders are responsible for the care and maintenance of the Substitution Board. If a Substitution Board is lost, stolen or damaged, the License Holder will be required to purchase a replacement from the OSA at a price of \$40 + HST

- g) **The Match Officials must have access to their dressing room for a minimum of forty-five (45) minutes following the completion of a match** in order to conduct post match meeting with assessors and to complete their paperwork.

2.4 Ticketing Services

- a) The Home Team / Host must ensure ticketing services are operational at least one (1) hour prior to kickoff. License Holders are encouraged to accept cash payment as well as payment by credit card and / or debit card for the convenience of spectators.
- b) Clear signage indicating ticket pricing must be on display on game day. Each individual License Holder is free to set their own ticket pricing policy but no License Holder shall advertise individual adult tickets for less than \$5.00 each.
- c) Any person bearing a valid, league issued Access Pass must be granted entry into the stadium at no cost.

2.5 Media / Broadcast Services

- a) The Home Team / Host must assign a member of staff to liaise with the working media that cover the matches.
- b) A dedicated Press Box / Press Tent must be provided, which provides reasonable protection from the elements and is located at an appropriate distance from the spectators. Only accredited members of the media, league staff and team staff shall be granted access to the Press Box / Press Tent work area.
 - i. A work space must be provided for the media (at minimum, table and chairs) in the press box / tent.
 - ii. The press box / tent shall be stocked at all times with refreshments (at minimum, chilled bottled water).
 - iii. Internet access and a telephone line must be made available to the working media upon request.
- c) The Home Team / Host's media liaison is required to have sufficient copies of game sheets on hand for distribution prior to kickoff. A minimum of 8 copies of each the home and away team game sheets are required for distribution to media. If more copies are required, the media liaison must be prepared and equipped to generate extra copies.
- d) Photographers and TV crews that operate at field level must be provided bibs that clearly identify them and that do not conflict with the colors of the participating teams or the goalkeepers.



2.6 Public Address Announcer / Timekeeper

- a) The Home Team / Host must employ a public address announcer for each home match. He/she may also serve as press box announcer. The Home Team / Host shall ensure a back-up announcer is available for each home game in the event the regular announcer cannot execute their duties for any reason.
- b) The PA Announcer is responsible for making general announcements to the public (e.g. pre-game introductions, announcing goals, cautions, ejections and substitutions, etc...), and shall work off a script prepared by the Home Team / Host and approved, as necessary, by the league. The script must include any mandatory messages provided to License Holders by the league.
- c) The Home Team / Host must designate a timekeeper for each home match. The PA Announcer may also serve in this role.
 - i. The timekeeper is responsible for monitoring the time on the game clock, although the referee has ultimate control of the official time on the field.
 - ii. The clock should count up or down uninterrupted to/from 45minutes. It must be stopped at minute 45:00 or minute 0:00 regardless of how much time the referee has indicated he or she will allow for stoppage time.

2.7 Team Dressing Rooms / Dressing Room Attendant

- a) The Home Team / Host must provide clean and comfortable dressing rooms equipped with hot water shower(s) for both the home and away teams that are in reasonably close proximity to the Field of Play.
- b) A dressing room attendant must be assigned to serve the needs of both the home and away teams. The Dressing Room Attendant is required to be on site no later than seventy five (75) minutes prior to kickoff time.
- c) No person may enter the home or away team dressing rooms without permission. The Dressing Room Attendant must ensure the dressing rooms are locked when the teams are not using it.
- d) The Home Team / Host is required to stock the away team dressing room with, at minimum:
 - i. Twenty Four (24) 500ml bottles of water or
 - ii. Twelve (12) 32 oz / 950 ml Refillable Bottles filled with cold water
 - iii. 5 kg of ice placed in a cooler

These items must be placed in the dressing rooms no later than 60 minutes prior to kickoff.

2.8 Security Services

- a) The Home Team / Host must employ a Head of Game Day Security and appropriate security staff in accordance with anticipated spectator attendance. Security staff must be distinguishable from regular game day staff with a unique uniform.
- b) Adequate security must be provided for players, coaches, match officials and spectators. Recommended ratio is 1 security officer for every 500 spectators and at least 1 security officer to serve the needs of the match officials and players.
- c) Security personnel shall ensure that spectators shall remain off the field of play and not gain entry to the dressing rooms. Accredited members of the media may access the team dressing room ten (10) minutes after the conclusion of the game.



2.9 Ball Retrievers

- a) The Home Team / Host must provide, at minimum, six (6) ball retrievers for each home game, positioned around the perimeter of the field of play (no fewer than two on each sideline and one behind each goal). **Each ball retriever must have a game ball in hand throughout the match so that stoppages in play can be kept to a minimum.**
- b) The ball retrievers must wear a shirt or bib that clearly distinguishes them and that does not conflict with the colours of the participating teams or the goalkeepers.
- c) The Game Day Manager should assign responsibility to a member of the game day staff for providing pre-game training to the ball retrievers, to monitor them during the match to ensure they are fulfilling their duties appropriately and to ensure that they are returned safely to a parent/guardian at the conclusion of the match.
- d) Ball Retrievers should be twelve (12) years of age or older.
- e) Teams should provide refreshments to the ball retrievers, particularly on warm weather days.

2.10 Game Day Program

- a) The Home Team / Host must produce a Game Day Program for each match. The program should include, at minimum, the following information:
 - League1 Ontario logo on front page of the program, as well logos of the teams participating in the match
 - Home Team roster, including players' name and shirt number
 - Away Team roster, including players' name and shirt number (**Away Team must provide this information by email to the Home Team no less than 48 hours prior to scheduled kickoff time. Failure to do so will result in fines as per the discipline code**)
 - Up-to-date league standings
 - Any advertisements or Sponsor logos, as required by the league
- b) The PA Announcer is required to advise the spectators, prior to kickoff, of any changes or updates to the Home and/or Away Team rosters that were published in the program.

2.11 Match Video / Online Streaming of Matches

- a) Video recording of all matches is mandatory and is the ultimate responsibility of the home team. The home team may ask league management to hire and assign video service providers and invoice the home team for the cost of that service.
 - i. A copy of the match video must be uploaded to the league's designated data repository (e.g. Youtube) within twelve (12) hours of the conclusion of the match.



- b) If a match is being broadcast on television, the Home Team / Host must notify the League's Communication Manager 48 hours in advance of the match so that the broadcast can be promoted to a wider audience.
 - i. A copy of the match video must be uploaded to the league's designated data repository (e.g. Youtube) within twenty-four (24) hours of the conclusion of the match. The home team is responsible for securing the match video from the broadcaster.
- c) Live streaming of matches over the internet is the sole responsibility of the League.

2.12 Game Day Promotions

- a) The Home Team / Host may execute day of game promotions and activities to enhance the game day experience and encourage spectator engagement and participation. It is expected that License Holders will ensure that any planned promotional activities align with League values and objectives.
- b) License Holders should take appropriate care when engaging in promotional activities that involve a monetary component (e.g. 50/50 draws). Special Licenses may be required for such activities. It is the responsibility of the License Holder to determine what permits may be required in order to conduct such promotional activities.

2.13 Post-Game Media Mixed Zone

- a) A Media Mixed Zone will be set up by the home team / host, at a location between the field of play and the dressing rooms where the league assigned staff or third part media representatives can conduct post-game interviews with players and coaches for both teams.



PART III – PRE-GAME EXPECTATIONS FOR BOTH HOME AND AWAY TEAMS

3.0 Arrival Time at Match Site

- a) Teams are required to arrive at the match site no later than seventy five (75) minutes prior to kickoff time. Failure to do so will be noted on the game sheet by the referee and on the post match report prepared by the league's Match Day Operations Coordinator. Persistent late arrivals by teams may be subject to a fine, as per the L10 Discipline Code.
 - i. The League strongly recommends that teams arrive **at least** ninety (90) minutes prior to the scheduled kickoff time to provide ample time to players and staff to ready themselves for the match.
- b) A team arriving late must communicate this to the League's Standards Compliance Officer so that the Match Day Operations Coordinator and referee crew can be made aware. The home team / host's Game Day Manager must also be notified. The decision to delay the kickoff time will be made by the referee following consultation with the League and the opposing team.

3.1 Game Day Rosters / Game Sheets

- a) Each team shall present **three (3) copies of an official game sheet** (generated from the E2E system or using one of the league provided manual game sheets) and **one (1) copy of the Fourth Official Match Log form** to the match officials **no less than twenty (20) minutes** prior to the scheduled kickoff time match and shall include all team officials who will be on the bench. One of the copies must be signed by a team official.
- b) The game sheet shall list a maximum of eighteen (18) players. The game sheet must clearly identify the team's Eleven (11) designated starters and no more than Seven (7) designated substitutes. The shirt number for each player must be noted clearly on the game sheet.
- c) No less than Eight (8) of the players listed on the game sheet, and no less than Four (4) of the designated starting eleven players, **MUST** be U23 players. **For the 2017 season, a player classified as a U23 must be born in 1994 or later**
- d) No more than three (3) players listed on the game sheet may be "import players", as defined in the League1 Ontario Operations Manual, Section 3.9 (d) (i).
 - i. Windsor Stars are permitted a maximum of four (4) "import players" on their game sheet due to their "Border City" designation, as defined by the L10 Operations Manual.
- e) Each team shall have a minimum of seven (7) and a maximum of eighteen (18) players per team dressed in uniform, present and eligible to participate fifteen (15) minutes prior to kickoff time of each match.
 - i. Each team shall ensure that their game sheet is accurate and that any players listed on the game sheet that are not dressed and that will not participate in a match have been stricken from the game sheet.
 - ii. Any player or team official who is listed on the official game sheet that is not present on the field of play or on the substitute bench at the time of kickoff will be removed from the Game Sheet by the Fourth Official and will not be eligible to participate in that match.
 - iii. Any team dressing and presenting less than fourteen (14) player will be subject to a fine, as outlined in the L10 discipline code.



3.2 Player Identification

- a) Teams are required to possess Identification cards for every Player and Team Official listed on a Game Sheet (either ID cards issued by League1 Ontario or Ontario Soccer issued Player ID Books)
- b) In the event there are questions by either team of a player's eligibility, a formal request to check a player's identification card must be made to the Fourth Official or the league assigned Match Day Operations Coordinator.

3.3 Pre-Game Meeting Between Match Officials and Teams

- a) The Match Official crew will conduct a brief meeting with each team prior to the teams taking the field for pre-game warmups (approximately one (1) hour prior to the scheduled kickoff time). The League appointed Match Day Operations Coordinator (MDOC) will be present for these meetings.
- b) The 4th Official and the MDOC may review each team's game sheet and identify each player that will be participating in the match. The 4th Official may also do a preliminary equipment check of each player to ensure general compliance (uniform, shoes, jewellery, etc...). A final equipment check will be conducted with the starting players of each team prior to walkout.
- c) The purpose of this meeting is to establish a respectful rapport between the match officials, players and team officials prior to the match kickoff and to avoid unwanted surprises or delays when the teams take the field of play.

3.4 Uniform Requirements

- a) League1 Ontario strives to instill and project a high level of professionalism and that extends to the dress, presentation and appearance of all participants.
- b) When travelling to matches, all players and team officials must adhere to a uniform dress code that is appropriate for a professional soccer team.
- c) **The home team is required to arrive on site on each match day with two complete, contrasting sets of uniforms.**
- d) The two teams must wear uniform colours that clearly distinguishes them from each other and the match officials. The league assigns uniform colours for home and away teams, as well as match officials, for each match as part of its match coordination process. Any team that fails to wear the uniform assigned by the league will be subject to a fine, as per the penalty established in the L10 Discipline Code.
- e) Unless agreed to in advance by both teams and confirmed by the league, the home team will wear its designated home colours and the visiting team will wear uniforms of a contrasting colour.
- f) If, on match day, the match officials determine that the assigned uniforms do not provide sufficient contrast, the home team will be required to change uniforms to provide the required contrast.
- g) The team name and / or team logo must be present on the front of all game jerseys and each uniform must have numbers of at least eight (8) inches on the back of jerseys. It is recommended that uniform numbers are also applied to the front of all game shorts, on the left short leg. The numbering on shorts should measure between three (3) and four (4) inches tall.



- h) Goalkeeper jerseys must be distinct from the uniforms worn by both teams' outfield players. Teams must have a minimum of two (2) distinct uniform shirts available for Goalkeepers on game day. If the two goalkeepers' shirts are the same colour and neither has another shirt, the referee will allow the match to be played. The team(s) in question will be subject to a fine, as per the penalty established in the L10 Discipline Code
- i) The League will provide each team with sufficient League1 Ontario logo patches that can be applied to the left sleeve of every player's jersey. Failure to have a logo patch (or equivalent) on every player's left sleeve will be noted on the game sheet.
- j) If players opt to wear "undershorts", they must be of the same colour as the main colour of the uniform shorts or the lowest portion of the shorts they are wearing (e.g. the hem). If a player opts to wear an undershirt, it must be the same colour as the predominant colour on the uniform jersey sleeve.
- k) Teams must ensure that players are provided with clothing suitable to protect them against inclement weather.
- l) All players must wear shin pads under their socks.
- m) Team Sponsor logos are permitted on uniforms. Location and size of such logos are determined at the discretion of the License Holder, but must conform to the standards established in the L10 Marketing and Sponsorship Guidelines.
- n) All other equipment must be as per FIFA Laws of the Game.
- o) In the event that a player has been bloodied during the course of a match, FIFA's Law 5 states:

"The referee ensures that any player bleeding from a wound leaves the field of play. The player may only return on receiving a signal from the referee, who must be satisfied that the bleeding has stopped."

- i. In the event a player's uniform is bloodied, a referee will require the player to remove and replace the bloodied article(s) of clothing and replace it. If necessary, a player will be permitted to re-enter the game wearing a uniform number that is different than the number originally listed on the game sheet, so long as that new number doesn't conflict with any other uniform numbers worn by a teammate.
- ii. Each team's equipment manager should keep on hand extra shirts, shorts and socks available at field side so that a player can quickly change clothing, if deemed necessary, and re-enter the field of play upon receiving the signal from the referee who is satisfied that the bleeding has ceased.

3.5 On Field Warm Up Session for Teams

- a) Each team shall be entitled to a concurrent pre-game on field warm up session of no more than thirty (30) minutes, which shall conclude no later than twenty (20) minutes prior to the scheduled kickoff time.
 - i. The exact timing of the on-field warm up session may be adjusted slightly based on a variety of factors, with the distance of the dressing rooms from the field of play being a key determining factor. The Game Day Manager, in consultation with the league appointed MDOC and the Referee, will make the final decision.
- b) During the game, each team's substitutes will be allowed to warm up in a designated area that has been identified by the Home Team / Host's Game Day Manager. Substitute players will not use any type of ball when warming up during the game.



3.6 Pre-Game Entry of Team Officials and Substitute Players

- a) The Team Officials and Substitute Players for both home and away teams shall enter the field prior to the official walk on by the match officials and starting players for each team.
- b) Team officials and substitute players will walk along the sidelines or cross the field to their respective benches. They are expected to do so as quickly as possible so as to avoid unnecessary delays of the pre-game ceremonies.

3.7 Pre-Game Ceremony (Official Walk-On, Introductions, Anthems, Hand Shake, Team Photo and Coin Toss)

- a) The starting players for both home and away teams, as well as the match officials, shall be lined up and ready to walk onto the field for introductions and anthems no less than ten (10) minutes before the scheduled kickoff time. The Game Day Manager will designate the location where the players and match officials shall line up.
 - i. The playing of walkout music is recommended, but not mandatory.
- b) Player and Match Official introductions may occur prior to or after the teams and officials have lined up.
 - i. The Away Team players will be announced first, followed by the Home Team players. Finally the Match Officials will be introduced as follows: Head Referee, 1st Assistant Referee, 2nd Assistant Referee and Fourth Official.
- c) National Anthem(s) shall commence only after both teams are properly lined up on either side of the field's centre line, with the match officials in between them.
 - i. If the away team is not from Canada, the away team's National Anthem must be played first (and their nation's flag must be displayed).
 - ii. The Canadian National Anthem shall immediately follow and the Canadian flag must be displayed.
 - iii. All players and match officials shall face the flag(s) while the anthem(s) are being played. The Game Day Manager must advise the match officials where the flags are located to ensure that everyone faces the flag(s) properly
- d) Following anthems, the teams shall shake hands. The away team shall proceed first, shaking hands with the match officials and then moving onto the home team. Finally, the home team will shake hands with the match officials.
- e) Upon completion of the hand shake ceremony, both teams will be available for thirty (30) seconds for team photographs.
- f) Upon completion of team photographs, the captains of each team will meet the referees at the center line for the coin toss.
- g) These pre-game ceremonies should commence approximately eight (8) minutes prior to the scheduled kickoff time and should be completed no later than one (1) minute prior to the scheduled kickoff time.
- h) When a match is being broadcast on live television, the head referee, in consultation with Match Day Operations Coordinator and the Game Day Manager, has the discretion to adjust the kickoff time as needed.



3.8 Dress Code For Substitute Players and Team Officials

- a) Substitute Players must wear a bib which clearly distinguishes them from the players on the field of play. They must wear the bib at all times, until such time they enter the field of play.
- b) All players on the substitute bench must be seated at all times, unless warming up in the designated warm up area.
- c) Team Officials must be dressed appropriately, professionally and in attire that clearly identifies them as associated with their team. Team Officials should not wear sandals or torn clothing.

3.9 Substitutions

- a) Each team is permitted a maximum of five (5) substitutions per game. A player that has been officially substituted from the match may not re-enter.
- b) Teams must provide the Fourth Official with an official substitution slip, which indicates the shirt numbers of the players entering and exiting the game.
- c) Substitutes must present themselves to the Fourth Official and cannot enter the field of play until the Referee permits the substitution to occur.

3.10 Dismissals

- a) Any player or team official that has been sent-off by the referee must immediately leave the game area and proceed to their designated dressing room.

3.11 Half Time Protocol

- a) At the conclusion of the first half of play, there will be a fifteen (15) minute halftime interval. Teams should return to their dressing rooms during the halftime.
 - i. The length of the halftime interval may be extended, at the sole discretion of the Referee, by a maximum of an additional two (2) minutes if the distance between the field of play and locker rooms is deemed to be exceedingly far that a standard 15 minute interval is thus insufficient.
- b) The teams must be back to the field of play area no less than one (1) minute before the end of the halftime interval.



PART IV – POST GAME EXPECTATIONS FOR TEAMS AND MATCH OFFICIALS

4.0 Game Sheets and Match Report

- a) At the conclusion of the match, each team will receive a signed copy of the completed Game Sheet and Fourth Official Match Log, within forty (40) minutes of the conclusion of a match. The Fourth Official is specifically responsible for ensuring these documents are distributed to each team. Teams are required to verify the accuracy of game sheets. The Game Officials must be permitted no less than thirty (30) minutes, uninterrupted, in order to complete the game sheets.
- b) The Referee shall fax or email a scanned copy of the completed Game Sheet and Fourth Official Match Log form to the League office as soon as possible after the conclusion of a match, but no later than 4:00PM the following day.
 - i. A copy of the Game Sheet and Fourth Official Match Log should also be distributed to the League1 Ontario Communications Coordinator, Cormac Rea via email to crea@soccer.on.ca
- c) All Game Day Standards non-conformances are to be noted on the post game report completed by the Match Day Operations Coordinator, which will be submitted to the league office immediately following the match.
 - i. The Match Officials may also include a list of non-conformances on the Fourth Official Match Log.

4.1 Reporting of Game Results

- a) At the conclusion of the match, the Match Day Operations Coordinator will confirm to the League Communications staff, via email:
 - the Final Score,
 - the names of all goal scorers (and the minute each goal was scored),
 - details of yellow cards issued,
 - details of red cards issued.

4.2 Post Game Meal

- a) The Home Team / Host will provide a light meal for both teams at the conclusion of each match
- b) The meal should be offered no later than thirty (30) minutes of the conclusion of a match.
- c) The Game Day Manager should notify the visiting team in regards to when and where the meal will be served.



PART V – REQUIREMENTS FOR TELEVISED MATCHES

5.0 Pre-Game Co-Ordination For Televised Matches

- a) In the event that a match is being televised, the Head Referee, in consultation with the Match Day Operations Coordinator and the Home Team / Host Game Day Manager, has the discretion to modify the Pre-Game Ceremony timing as noted in Section 3.7 in order to accommodate the needs of the television broadcaster.
- b) The following personnel are required to co-ordinate with each other whenever a match is being broadcast on television:
- Game Day Manager
 - Head Referee
 - Match Day Operations Coordinator
 - Home Team and Away Team Representative (i.e. Team Manager, Head Coach)
 - Broadcaster Representative



Appendix A – ROLE DEFINITION FOR GAME DAY STAFF

Game Day Manager

The Home Team / Host shall designate a Game Day Manager, who must be present on venue on Match Day no later than ninety (90) minutes prior to the scheduled kickoff time. Ideally the Game Day Manager is on site two (2) hours prior to kickoff.

The Game Day Manager will liaise with the visiting team, the match officials, League representatives and television broadcast personnel (if the game is televised).

It is the responsibility of the Game Day Manager to ensure that all of the following are in place at least 60 minutes before the scheduled kick-off time:

- Field Markings, Goals / Nets and Corner Flags
- Table and Chair for Fourth Official
- Press area, MDOC Work Area (with WiFi and electricity), working P.A system and working scoreboard

The Game Day Manager is also ultimately responsible for the following details:

- Supervising set-up and take down of signage
- Supervising pre-game and halftime ceremonies to ensure game timing is adhered to
- Supervising security forces
- Supervising ball retrievers
- Ensuring needs of the working media are met
- Ensuring the needs of the match officials are met
- Ensuring match officials are provided with inflated game balls
- Ensuring that match officials receive game day rosters by the required time and that copies are provided to the media
- Informing the League if match officials arrive on venue later than the specified time

Match Day Operations Coordinator

The Match Day Operations Coordinator (MDOC), when appointed, will arrive at least ninety (90) minutes prior to kickoff time and will advise both teams and the Match Officials of any obvious deficiency prior to the start of the match. He/she will follow game requirements listed on a check list. Deficiencies will be recorded and submitted to the League office. The League office will share the Match Supervisor report with the teams involved.

If the MDOC advises the teams and / or the Match Officials of a clear deficiency prior to the start of the match, the correction must be addressed without delay, unless it is deemed impossible without impacting the timelines leading to kickoff.

Security

In addition to the security provided by the home / host club, the League office has the authority to mandate the hiring of additional security guards and/or uniformed police officers should it be deemed necessary. The home team will bear the full cost of additional security, unless otherwise arranged by the League.



Appendix B – REQUIREMENTS FOR FIELD OF PLAY SETUP

Corner Flags

Corner flags shall be on posts no less than five (5) feet high with rounded or squared off tops. The top of the posts cannot be pointed.

Goals

Each goal shall be centered on the goal line and equal distance on each side from the corner flags. Game day goals shall be the size approved by FIFA.

Halfway Line and Centre Circle

A halfway line shall be marked across the centre of the field. The centre of the field shall be so marked and have a circle, which has ten (10) yard radius, drawn around it.

Goal Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel to each side of the goal and six (6) yards from each goalpost. This line shall extend six (6) yards into the field of play from the goal line. A line running parallel to the goal line shall be drawn connected to two perpendicular lines, forming the goal area.

Penalty Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel to each side of the goal and eighteen (18) yards from each goalpost. This line shall extend for the eighteen (18) yards into the field of play from the goal line. A line running parallel to the goal line shall be drawn to connect the two perpendicular lines, which shall form the penalty area. Within the penalty area is the penalty spot (or penalty mark), which is 12 yards from the goal line, directly in-line with the centre of the goal.

Corner Area

At each of the four corners of the field, measuring from the corner flags post, a circle having a radius of one (1) yard shall be drawn inside the field of play.

Bench and Technical Area

The home and away teams' benches and technical area (as well as the fourth official table) shall be placed on the same side of the field. The home team shall designate the bench locations during the season. The bench area and technical area shall be marked according to FIFA's technical area markings.

The technical area extends one (1) yard on either side of the designated seated area and extends forward up to a distance of one (1) yard from the touch line. It is recommended that markings be used to identify this area clearly.

Only one (1) person at a time is permitted to stand and convey tactical instructions from the technical area. All other persons are to remain seated in the confines of the technical area. All occupants of the technical area must behave in a responsible manner. Failure to do so will result in removal from the technical area by the referee.