

# **NEW TEAM ADMIN GUIDE**

## **MUST HAVE INFORMATION**

CLUB NAME:

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TEAM NAME:

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TEAM NUMBER:

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TEAM PASSWORD:

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All MOSSL Reps and Head Coaches should be able to provide the information listed above. If you do not know who your MOSSL Rep is, please ask your head coach, DOC, Club Admin., etc. If your head coach did not receive the information above, please consult your MOSSL Rep or the people listed on your team declaration.

# NEW TEAM ADMIN GUIDE

## CARDING INFORMATION

Carding is the process used to create player and coach identification cards for teams. Please be sure to set up an appointment with us. Our office number is 614-436-6775. We take appointments from 8 a.m. – 3:30 p.m.

We provide an online system to assist with the carding process.

The link to the Team Registration System can be found here:

<https://secure.hammerweb.net/SoccerRegSystem/Login.asp?S=M>

PLEASE BE SURE TO USE THE TEAM LOGIN TAB.

Use the team number and six-digit password you wrote down on the first page to log into the registration system.

For a step-by-step guide on how to register individual players and coaches, use the link below.

<https://drive.google.com/file/d/0B14w-1qqhjxGWnhiZVBNaTIKeTA/view?usp=sharing>

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## GAME SCHEDULE INFORMATION

The link to the game schedule can be found under the Current Season Info tab on the left-hand side our home page. Under that tab, please select the section titled "Game Schedule." There you will need to click the link that says "Spring 2018." You will find that this page is password-protected. **IT WILL BE THE SAME LOGIN INFORMATION USED FOR THE REGISTRATION OR SCORING SYSTEMS.** When the schedule is released, you will be notified via the registration system.

Please use the dropdown box to find your team name and type in your 6-digit registration password. You should see all 8 of your games listed, along with officials assigned to your game. Please write all of your game numbers below.

GAME NUMBER: \_\_\_\_\_

GAME NUMBER: \_\_\_\_\_

GAME NUMBER: \_\_\_\_\_

GAME NUMBER: \_\_\_\_\_

GAME NUMBER: \_\_\_\_\_

GAME NUMBER: \_\_\_\_\_

GAME NUMBER: \_\_\_\_\_

GAME NUMBER: \_\_\_\_\_

# **NEW TEAM ADMIN GUIDE**

## **GAME CHANGE REQUEST PROCESS**

We understand that sometimes game change requests are necessary. We ask that you keep them to a minimum. If you must request a change to the schedule, please be sure to follow the rules listed in the bylaws. They are listed as follows:

7.7 If a game cannot be played due to a scheduling conflict, (See Section 7.7.1 below), the coach of the team that cannot play the game as scheduled must notify the opposing team's coach a minimum of 4 business days prior to the scheduled game. Both teams must notify the M.O.S.S.L. office a minimum of 3 business days prior to the date the game was originally scheduled by use of the "Request for a League Game Change" form as available at WWW.M.O.S.S.L.ORG. Failure to provide the required notification and a resultant confirmation may result in forfeiture of the game.

7.7.1 If a coach of a team requests that a game be rescheduled, the requesting party must contact the opposing team and the two teams must agree upon a date, time, and place that the rescheduled game is to be played. Upon making such a determination, the coach that is requesting the change must notify the M.O.S.S.L. office by using the "Request for a League Game Change" form to have the original game cancelled and the new game scheduled. The scheduled opponent must also submit the "Request for a League Game Change" form with the same information as to the date, time and place of the rescheduled game. If either or both teams fail to follow these procedures then one or both teams shall be held liable for payment of the referees' fees who were scheduled to officiate the game, if so determined by the Vice President - Competition. Furthermore, the game may be declared as a forfeit for one or both teams as determined by the Vice President – Competition.

7.7.2 If the coaches cannot agree as to when to play the game, either coach may contact the Vice President - Competition for assistance to avoid having the game declared as a forfeit as outlined in Section 7.2.1 (e).

7.7.3 All teams shall be permitted to apply for 2 game changes of scheduled games during each season without being assessed at fee. After a team has been granted 2 game change requests within a season, each additional game change request that is approved by M.O.S.S.L. will result in a \$25.00 fee being assessed to the club which sponsored or organized the team. This fee would not be assessed in those cases that were beyond the control of the team involved, i.e. adverse weather, field closures, etc. This fee would be assessed in those cases that were within the control of the team and/or coach(es), i.e. acceptance into a tournament, failure to attend pre-season self-scheduling meeting, failure to plan for alternate coaching staff, etc.

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## **GAME CHANGE REQUEST PROCESS**

### **CONTINUED**

To access the game change request form, please click on the game number pertaining to the game you wish to change. It will automatically populate the details of the game as it is currently listed. Please enter the new game date, time, location, etc.

A few helpful tips when requesting game changes:

1. It is the responsibility of the **HOME** team to secure field space from their field coordinator **PRIOR** to submitting the game change request form.
2. **BOTH** teams must submit the game change request form, if the change is to be acknowledged. As listed in the bylaws, the **REQUESTING** team must submit the request at least 4 days in advance of the game (or the new play date should the new date come before the set date). The **OPPONENT** must submit the form at least 3 days in advance of the game or the new play date.
3. If the game hasn't been changed within 2-3 days of the initial request, please make sure your opponent has submitted their request before contacting our office to change the game.
4. Failure to follow the procedures as written could result in forfeiture and/or fines from our office.

FIELD COORDINATOR:

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FIELD COORDINATOR PHONE NUMBER:

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FIELD COORDINATOR EMAIL ADDRESS:

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## **TEAM CONTACT INFORMATION**

To request a game change, you will need to contact the other team to work out a new date, time, and/or location for your game. The Coaches and Team Contacts page can be found under the Current Season Info section of our website. This page is password-protected. The password to this page will be sent out when the schedule is released before the season begins. Please write this password below. It will not be the same as your six-digit password for team registration.

**“COACHES AND TEAM CONTACTS” PASSWORD:**

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## OFFICIALS INFORMATION

1. Our league assignor is Amy Holle. Amy can be reached by phone at our office 614-436-6775. She can also be reached via email [mossreferee@gmail.com](mailto:mossreferee@gmail.com). Amy is here to assist you should you have any questions or concerns pertaining to officials.
2. To find the officials scheduled for your game, please view the game schedule. To contact your officials, please use the tab in the upper right hand corner titled "View Referee List."
3. Officials should be contacted via phone or email at least 2 days before your scheduled game. In your message, please confirm game time and location with the officials.
4. If there is a red "R" next to an official on your game, then the official is trying to drop your game. However, it is that official's responsibility to find a replacement.
5. If an official does not show up for your game, please contact Amy and let her know. If we do not hear about a "no-show," we have no way of knowing that the game was missed.

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## OFFICIALS FEES

2016 MOSSL Referee Chart

Age Group	Center Referee	Assistant Referee	Assistant Referee	Total
U8 & U9 Academy	\$14/Team	N/A	N/A	\$28
U9	\$28	N/A	N/A	\$28
U10 (7v7)	\$28	\$20	\$20	\$68
U10 (9v9), U11, U12 (9v9)	\$32	\$23	\$23	\$78
U12 (11v11), U13, U14	\$36	\$26	\$26	\$88
U15, U16	\$40	\$29	\$29	\$98
U17, U18/19	\$44	\$32	\$32	\$108

If you are missing BOTH AR's, you must pay the center referee \$5 more than the expected fee. For Example: a U11 Center without 2 AR's must be paid \$37, instead of \$32.

Please note that Academy teams split the cost of their official.  
Each team is expected to pay \$14 each.



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## **INCLEMENT WEATHER POLICY**

A few notes about field closures and inclement weather:

1. You can check your field status via the “Fields” tab on our homepage. This should be updated by Field Coordinators when there are closures.
2. Field Coordinators often use that tool to communicate their closures, rather than call or email our office. If you are unsure about whether the field your game is scheduled at is open or closed, please contact your FIELD COORDINATOR.
3. If you discover that your field is closed, please contact your game officials as soon as possible.
4. If officials are not contacted about a game cancellation due to weather (and they show up), the home team is expected to pay the officials the full fees for the game.

Policies pertaining to weather as written in our bylaws:

7.17 Any game in league or tournament play that has begun and has proceeded to the conclusion of the first half shall be considered a complete game, if the remainder of the game cannot be played in a timely manner, due to inclement weather, including but not limited to, the presence of lightning, the immediate threat of lightning or other circumstances beyond the control of the game’s participants. The score of the game at the time that the game is declared a complete game shall stand as the final score for the game.

7.17.1 If the first half of the game has not concluded and the game must be terminated due to inclement weather or other circumstances, then the game is an incomplete game and when rescheduled, must be replayed in its entirety.

7.19 If an assigned or scheduled referee or assistant referee arrives at a game field prior to the designated start time and the game cannot be played due to inclement or hazardous weather conditions, unplayable field conditions, closed fields, or any other reason, or is an incomplete game, the referee and assistant referees shall be paid their full game fees as outlined in section 7.1. This section shall not be applicable if the home team has made a reasonable and timely attempt to contact the referee or assistant referee to report the cancellation of the game. Any dispute arising in reference to this section shall be referred to the Vice-President – Competition for his determination as to the proper resolution of the matter.

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## **GAME CARDS**

Game cards are used at every game by the officials to keep track of the score and yellow/red cards. When you log into the game schedule, the option to print your game card will be listed next to each individual game. Please use the “Print” button to the right side of the screen. These cards are populated with the details of the game as they are listed and should be printed by the home team before each home game.

The WINNER of the game is expected to submit the game card to our office via email to [MOSSLINFO@GMAIL.COM](mailto:MOSSLINFO@GMAIL.COM) or mail. If the game results in a tie, it is the responsibility of the HOME team to submit the game card to our office.

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## **SCORING SYSTEM**

In addition to submitting the game card, teams are expected to submit their scores online within 2 days of the game. The option to submit scores can be accessed via the scheduling system. When you log into the scheduling system, the “Enter Scores” button can be found at the top right corner of the page.

If you submit a score incorrectly or backwards, please email [MOSSLINFO@GMAIL.COM](mailto:MOSSLINFO@GMAIL.COM) to have it corrected by our office staff.

We need this information to be up-to-date and accurate. We use it to seed teams in the MOSSL Tournament and to determine Regular Season Champions.

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## **MOSSL TOURNAMENT**

### **INFORMATION**

The MOSSL Tournament will be played towards the end of the season at **Spindler Park in Hilliard**. The dates of the tournaments are listed below:

**U9s – U11s May 19<sup>th</sup> – 20<sup>nd</sup>**

**U12s – U16s June 2<sup>nd</sup> – 3<sup>rd</sup>**

Your team is expected to play in the MOSSL tournament unless you withdraw by May 1st. There will be a [Google Form for MOSSL Tournament Withdrawals](#) sent out on the first day of play for the season. That form must be filled out if your team DOES NOT intend to play in your respective MOSSL Tournament. Failure to withdraw by the deadline will result in a FINE for your team.

If your team intends to play in the MOSSL Tournament, please monitor your email in the weeks before the tournament. If your team needs scheduling accommodations or seeding placement for the tournament, be sure to fill out the [Google Form for Special Requests](#).

#### **Tournament Fees:**

**U9/U10 (7v7) - \$190**

**U11/U12 (9v9) - \$210**

**U12 (11v11)/U13-U16 - \$230**

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## **MOSSL OFFICE CONTACT**

### **INFORMATION**

**LEAGUE OFFICE PHONE NUMBER: 614-436-6775**

Jim Sturm, MOSSL President and Spindler Field Coordinator:

[JIMSTURM@AOL.COM](mailto:JIMSTURM@AOL.COM)

DeVonna Francis, MOSSL League Manager:

[MOSSLMANAGER@GMAIL.COM](mailto:MOSSLMANAGER@GMAIL.COM)

Amy Holle, MOSSL Officials Coordinator:

[MOSSLREFEREE@GMAIL.COM](mailto:MOSSLREFEREE@GMAIL.COM)

MOSSL Office Administrator:

[MOSSLINFO@GMAIL.COM](mailto:MOSSLINFO@GMAIL.COM)