

Suburban Friendship League

Frequently Asked Questions Master Player Roster Summary – Season (May 1, 2010)

The following are a list of Frequently Asked Questions and answers relating to the information contained on the Master Player Roster Summary. While we attempt to keep this information consistent with the rules and process and procedure documents, sometimes through unintentional oversight, some inconsistencies may occur. In these cases, the rules and process and procedure documents are used to resolve any inconsistencies. A FAQ relating to roster questions is also available from the web site on the FAQ page (<http://www.sflsoccer.org/faqrosters.pdf>).

The Master Player Roster Summary is a spread sheet that has the following work sheets in it:

- **Players On Registered Teams** – This work sheet shows the total number of players that were assigned to the teams that were requested to be registered according to the Master Player Roster submitted. It also shows the age composition of the players assigned to each team.
- **Players on Unregistered Teams** – This work sheet shows the total number of players that were assigned to teams on the Master Player Roster that have not yet been registered according to registration spread sheet.
- **Player Listing Unreg. Teams** – This work sheet lists the players shown Master Player Roster that were associated with the teams shown on **Players on Unregistered Teams** work sheet.
- **Teams Without Enough Players** – This work sheet shows the registered teams that do not appear to have enough players to field a team based on the information shown on the Master Player Roster. The SFL uses this work sheet when deciding whether a team should be dropped prior to its scheduling efforts.
- **Potential Waivers Needed** – This work sheet shows the players listed on the Master Player Roster whose birth date is inconsistent with the birth dates applicable to a given age group and division. For example, if the Master Player Roster shows that a player is assigned to an Under 14 Division 2 team but the birth date shows that the player should be assigned to an Under 14 Division 1 team, then the name would be shown on this listing.
- **Potential Duplicate Players** – This work sheet contains a list of players whose name showed up more than once on one or more Master Player Rosters.

The questions and answers associated with each work sheet is discussed below.

1 **GENERAL**

2

3 **Question:** In the responses below, some of them say something like “once corrected, you need to
4 resubmit the master player roster to the SFL”. What does this mean and what happens if I
5 do not submit a revised roster?
6

7 **Response:** Some of the errors on the Master Player Roster Summary show players which are
8 considered to be “illegal” under the SFL rules. Examples of these include (1) players shown
9 on two teams and (2) players which are shown on the incorrect team. If a revised Master
10 Player Roster is not submitted, then the SFL will assume that the Master Player Roster
11 submitted is what the club desires to use and forfeits may be assigned or other actions taken.
12 For example, if a player is shown on more than one team from the same club or teams from
13 different clubs, then it is assumed that the club is allowing the player to play on more than
14 team which is not allowed and all games for both teams will be forfeited.
15

16 **Question:** Why does the SFL wait until so late in the season to provide this listing to the clubs and the
17 subject the club to substantial penalties such as forfeiting games if they are not promptly
18 corrected?
19

20 **Response:** The SFL provides the club its analysis of potential problems on the Master Player Roster
21 that is submitted during the team registration process. In addition, the Master Player Roster
22 has numerous edits to help identify and prevent potential problems such as showing when a
23 player’s age does not comply with the SFL’s requirements for a given age group and, in the
24 case of the Under 12s and Under 14s, the division assignment. Accordingly, most of the
25 problems shown on this version should have already been corrected. In effect, this listing
26 should only be confirming that the changes identified in the original submission have been
27 made or the players that may need waivers are the same ones as those that have received
28 waivers. Another cause of the problems being not being identified during the initial team
29 registration process is that the club did not provide a valid Master Player Roster.
30
31
32

1 **PLAYERS ON REGISTERED TEAMS**
2

3 **Question:** This is the only work sheet that has any data in it and the number of players shown for each
4 team agrees with my information. What does this mean and what problems do I have to fix?
5

6 **Response:** You do not have any problems to fix. Under the conditions described, this work sheet is
7 only confirming the information that you have submitted.
8

9 **Question:** This work sheet shows the correct number of teams that I have registered and the proper
10 divisions for those teams. However, no players have been assigned to one or more of my
11 registered teams or the number of players actually assigned to the teams is different than my
12 records. What happened and what do I need to do?
13

14 **Response:** The most likely reasons for this are (1) the Master Player Roster has not been submitted, (2)
15 the Master Player Roster did not contain any names for the teams with missing players, (3)
16 the names on the Master Player Roster were associated with one or more different registered
17 teams, and/or (4) the age group, team name, and/or division assigned to the players for one
18 or more teams did not agree with team registration information.
19

20 • **No players shown for any registered team** – The primary reason for this condition is
21 that the Master Player Roster has not been submitted by the club. Accordingly, the SFL
22 has no player data to determine how many players have been assigned to each team. **A**
23 **Master Player Roster needs to be submitted to address this problem.**
24

25 • **Some teams have players while others do not** – Check the **Players on Unregistered**
26 **Teams** work sheet.
27

28 ▶ **If the Players on Unregistered Teams work sheet does not have any information**
29 **listed** – The probable reason that the teams do not show any registered players is
30 because the Master Player Roster either (1) did not contain any player information
31 for the teams shown as not having any players or (2) the names on the Master Player
32 Roster were associated with one or more different registered team(s) e.g., 32 players
33 were shown as assigned to Team 1 rather than 16 players on Team 1 and 16 players
34 on Team 2.
35

36 ▶ **If the work sheet Teams With Unregistered Players has information on it** – The
37 primary reason is that team name or division associated with a group of players is
38 different from that shown on team registration. For example, the team registration
39 information provided may have shown that the team was an Under 14 Boys Division
40 2 team while the Master Player Roster showed that the players assigned to this team
41 were considered to be assigned to a Under 14 Division 1 team. All you need to do is
42 correct the information on your copy of the Master Player Roster using the processes
43 described below for the **Players On Unregistered Teams** work sheet.
44

45 **ONCE CORRECTED, YOU NEED TO RESUBMIT THE MASTER PLAYER**
46 **ROSTER TO THE SFL.**

1 **Question:** This work sheet is confusing. While it shows the total players assigned which is useful, it
2 shows them broken down by age group and division. For example, for one of my Under 14
3 Division 1 teams, it shows that 16 players have been assigned to the team which is correct.
4 It then shows that 15 of them are considered Division 1 while the remaining player is
5 considered Division 2. I thought that the SFL allowed Division 2 aged players to play on
6 Division 1 teams. Does this mean that I have to move the player to a Division 2 team or get
7 a waiver and why do you provide this excess information?
8

9 **Response:** Division 2 aged players are allowed to play on Division 1 teams and no waiver is required.
10 This is commonly referred to as “playing up”. Waivers are required when Division 1 aged
11 players are shown as assigned to Division 2 teams (commonly referred to as “playing
12 down”. The **Potential Waivers Needed** work sheet shows the players that may need a
13 waiver and this topic is discussed elsewhere in this document.
14

15 **Question:** I see that an Under 12 player has been assigned to one of my Under 14 Boys teams. I also
16 see that 17 players have been assigned to this team when it should show 16. These are
17 clearly errors and none of the work sheets appear to have the information I need to find this
18 player so how do I fix it?
19

20 **Response:** As noted elsewhere, players are allowed to “play up” so the SFL does not list these players
21 individually. When an error has been made, it is easy to find and correct. All you need to
22 do is take the following actions:
23

- 24 • Open up your Master Player Roster and go to the **Roster Data** work sheet.
- 25
- 26 • In the Age Group column, select the age group from the drop down list (row 7) where
27 the player is assigned according to the Master Player Roster Summary. Using the data
28 in the question, you would select “U14B” from the drop down list. This should show
29 you all the players assigned to Under 14 Boys teams.
30
- 31 • In the Team Name column, select the team name from the drop down list (row 7) where
32 the player is assigned according the Master Player Roster Summary, e.g., “Team 1”.
33 This should show you all the players assigned to this team. Using the data in the
34 question, you should now see the 17 players listed.
35
- 36 • Look at the information shown in column J. This shows you the age group of the player
37 based on the birth date information contained in the Date of Birth column. This should
38 show you the Under 12 Player since all the other players, based on the data provided in
39 the question, would be shown as “U14” while this player would be shown as “U12”.
40
- 41 • Once the player has been identified, then simply select the proper age group and team
42 from the drop down boxes associated with that player.
43

44 **ONCE CORRECTED, YOU NEED TO RESUBMIT THE MASTER PLAYER**
45 **ROSTER TO THE SFL.**
46

1 **Question:** I see that an Under 14 Division 2 aged player has been assigned to one of my Under 14
2 Boys Division 1 teams. I also see that 16 players have been assigned to this team which is
3 correct. However, I have rechecked my registrations and team assignments and I should not
4 have any Division 2 aged players on this team. What happened and how do I find this
5 player so that can I fix it?
6

7 **Response:** As noted elsewhere, players are allowed to “play up” so the SFL does not list these players
8 individually. When an error has been made, it is easy to find and correct. All you need to
9 do is take the following actions:
10

- 11 • Open up your Master Player Roster and go to the **Roster Data** work sheet.
- 12
- 13 • In the Age Group column, select the age group from the drop down list (row 7) where
14 the player is assigned according to the Master Player Roster Summary. Using the data
15 in the question, you would select “U14B” from the drop down list. This should show
16 you all the players assigned to Under 14 Boys teams.
- 17
- 18 • In the Team Name column, select the team name from the drop down list (row 7) where
19 the player is assigned according the Master Player Roster Summary, e.g., “Team 1”.
20 This should show you all the players assigned to this team. Using the data in the
21 question, you should now see the 16 players listed.
22
- 23 • Look at the information shown in column J. This shows you the age group of the player
24 based on the birth date information contained in the Date of Birth column. This should
25 show you the player that is considered Division 2. Specifically, it would show “U 13”
26 for one player while all the other players, based on the data provided in the question,
27 would be shown as “U14”.
28
- 29 • Once the player has been identified, then simply select the proper age group and team
30 from the drop down boxes associated with that player. This should cause another team
31 to have “an excess player” which probably belongs on the team in question. On the
32 other hand, if the player is correctly assigned to the is team but the birth date is incorrect,
33 then simply change the birth date and you should see “U14” in Column J.
34

35 **ONCE CORRECTED, YOU DO NOT NEED TO RESUBMIT THE MASTER**
36 **PLAYER ROSTER TO THE SFL.**
37

1 **PLAYERS ON UNREGISTERED TEAMS AND**
2 **PLAYERS LIST UNREG. TEAMS WORK SHEETS**

3

4 The primary purpose of these work sheets are to help identify and resolve the errors that may be shown
5 on the **Players On Registered Teams** work sheet. They can also be used to help identify errors on
6 other work sheets.

7

8 **Question:** I have checked my team registrations spread sheet and it has the correct number of teams
9 registered and the divisions assigned to those teams are correct. The **Players On**
10 **Registered Teams** work sheet also has the correct teams and divisions for those teams
11 listed. For example, it shows that I have 3 Under 14 Division 2 teams which is exactly the
12 number I registered and the team names (Team 1, Team 2, and Team 3) are correct and
13 agree with the registration information. Why does the **Players on Unregistered Teams**
14 work sheet show that one or more of these teams are unregistered and show players assigned
15 to teams that I never registered?

16

17 **Response:** The problem in this case is normally caused by not assigning the proper team name, age
18 group, and/or division to one or more players on the Master Player Roster. Since one or
19 more of the team names for a given age group also appeared on the **Players On Registered**
20 **Teams** work sheet for the same age group, e.g., Under 14 Boys Team 1, then, these players
21 are probably the reason that the total players assigned to the corresponding team name and
22 age group on the **Players On Registered Teams** work sheet are less than expected. The
23 work sheet **Players List Unreg. Teams** shows the individual players that makeup the
24 “teams” shown on **Players On Unregistered Teams** work sheet. The following process can
25 be used to easily correct these problems:

26

27 • Open up your Master Player Roster and go to the **Roster Data** work sheet.

28

29 • In the Age Group column, select the age group from the drop down list (row 7) where
30 the the player is assigned according to the Master Player Roster Summary. Using the
31 data in the question, you would select “U14B” from the drop down list. This should
32 show you all the players assigned to Under 14 Boys teams.

33

34 • In the Team Name column, select the team name from the drop down list (row 7) using
35 the team name shown in the **Players On Unregistered Teams** work sheet, e.g., “Team
36 1”. This should show you all the players assigned to this team. The following actions
37 are then taken:

38

39 ▶ **Checking the division** – Review the data in the SFL Division column. Using the
40 data in the question, the division for all the players appearing in this list assigned to
41 the team should be “2”. If this is not the case, then make the necessary corrections in
42 the division, and if necessary, the team name. For example, if the player has the
43 correct division (in this example “2” but should be assigned to Team 2 rather than
44 Team 1, then change the team name to “Team 2”.

45

46

- ▶ **Checking the age group** – Review the information shown in column J for each player. This shows you the actual age group of the player based on the birth date information contained in the Date of Birth column. This should reflect the correct age group for that division. Using the data in this question, it should show “U13”. If it does not, then the player is probably assigned to the incorrect team. Make any changes needed to the age group and team.
- ▶ **Check the number of players assigned to the team** – After making all the corrections in the above 2 steps, check to make sure that the number of players for the selected team are correct. For example, if Team 1 is expected to have 16 players assigned to it, then after making all the changes, 16 names should be shown and each name should have the (1) proper team name, (2) division for that team that matches the team registration, and (3) players whose birth date are consistent with the requirements for that division unless the club expects to obtain a waiver (see the section elsewhere on **Potential Waivers** work sheet for additional information). If the correct number of players are not shown for the selected team, in this example, Team 1, then another team has incorrectly been assigned one or more players. A review of each team’s players using the steps in this response should identify the player(s) needed to properly identify the players for this team. For example, assume that Team 1 should show 16 players assigned but the listing shows only 15 players after making the above adjustments. This means that one player has been improperly assigned to another team, e.g., Team 2 rather than Team 1.

Note: Repeat this process for each team listed on the **Players On Unregistered Teams** work sheet.

ONCE CORRECTED, YOU NEED TO RESUBMIT THE MASTER PLAYER ROSTER TO THE SFL.

1 **TEAMS WITHOUT ENOUGH PLAYERS**

2

3 This work sheet is designed to show the registered teams that do not have enough players assigned.

4 This work sheet can also be used to identify the teams that should have been used for the players shown
5 on the **Players on Unregistered Teams** and **Players List Unreg. Teams** work sheets.

6

7 **Question:** This listing shows the required number of players for Under 12s to be 8 players while for
8 the Under 14s and above it is 11 players. Clearly, this is not enough players to field a team.
9 Why does the SFL accept teams when a club only has these number of players assigned?

10

11 **Response:** The purpose of this analysis is to determine whether a club has enough players to support its
12 registered teams. Since this analysis is performed well before the actual games start, if the
13 club has at least the minimum number of players registered for each team (8 players in the
14 case of the Under 12s and 11 players for the Under 14s and above), then the SFL assumes
15 that the club will probably be able to obtain the additional players needed by the time the
16 games start. **HOWEVER, IT IS UP TO THE CLUBS TO MAKE SURE THAT THIS**
17 **IS A VALID ASSUMPTION. The club should check the actual number of registered**
18 **players that shown on the Players on Registered Teams work sheet to make sure they**
19 **are realistic.** For example, if the club has 5 Under 14 teams with 11 players assigned to
20 each team (55 players total), these teams will not show up on this work sheet. However, the
21 club needs to make sure that it can obtain sufficient additional player registrations to support
22 these teams. **Otherwise, it should notify the SFL that one team needs to be dropped and**
23 **distribute the players to the other teams.**

24

1 **POTENTIAL WAIVERS NEEDED**

2
3 This work sheet is designed to show the players whose birth date does not agree with the criteria used to
4 determine players that are eligible to play on a team assigned to given age group and division. For
5 example, players assigned to Under 12 and 14 Division 2 teams that (1) do not meet the applicable age
6 criteria and (2) would be considered “playing down” would be shown on this work sheet. As noted
7 elsewhere, waivers are not required for players to “play up”. Accordingly, players “playing up” are not
8 shown on this work sheet.

9
10 **Question:** This work sheet contains players where (1) I have already received a waiver or (2) have
11 been promised a waiver. What is going on and have my waivers been revoked?

12
13 **Response:** This listing is simply designed to show the players that potentially may need a waiver. If
14 you have (1) already requested a waiver for a player on this work sheet and the appropriate
15 SFL Commissioner has told you that it will be approved or (2) already received the waiver
16 Email, then you do not have to do anything else. If you have not received anything back
17 from the appropriate SFL Age Group Commissioner on a waiver request that you have
18 made, then you need to contact the appropriate SFL Commissioner to determine whether it
19 will be approved. You should also send a copy of that request to the SFL Administrator
20 (sfl@sflsoccer.org).

21
22 **Question:** The names on this list are the same as those on the Master Player Roster Summary that I
23 received during the registration process. I did not receive anything from the SFL saying that
24 these waivers were granted. I thought that my Master Player Roster submission during the
25 team registration process took care of (1) submitting the request and (2) obtaining the
26 necessary approval to use these players for those teams since I never got anything back from
27 the SFL telling me that my request had not been approved. When will I get formal
28 notification of the approval?

29
30 **Response:** As noted in the FAQ distributed with Master Player Roster Summary provided during the
31 registration process, you were required to submit a request to the appropriate SFL Age
32 Group Commissioner and send a copy of that request to the SFL Administrator
33 (sfl@sflsoccer.org). Accordingly, the submission of the names on the Master Player Roster
34 during the team registration process did not constitute the required request for a waiver.
35

1 **POTENTIAL DUPLICATE PLAYERS**

2

3 This work sheet shows the players that have appeared more than once on one or more Master Player
4 Rosters. It is up to the applicable SFL Club Representative(s) to determine the team where this player is
5 actually going to be placed.

6

7 **Question:** This work sheet is confusing. It says that the player is a “duplicate” which normally means
8 that the player is listed twice, however, a player is only listed once. What is going on?

9

10 **Response:** The normal reason that this occurs is that the Master Player Roster lists the player twice for
11 the same team. All you need to do is eliminate the duplicate entry on the Master Player
12 Roster. **YOU DO NOT NEED TO RESUBMIT THE MASTER PLAYER ROSTER**
13 **OR NOTIFY THE SFL THAT THE ERROR HAS BEEN CORRECTED.**

14

15 **Question:** This work sheet shows that the same player has been assigned to two of my teams. Clearly,
16 the player will only play on one team. What should I do?

17

18 **Response:** All you need to do is eliminate the duplicate entry on the Master Player Roster. **ONCE**
19 **CORRECTED, YOU NEED TO RESUBMIT THE MASTER PLAYER ROSTER TO**
20 **THE SFL.**

21

22 **Question:** I have requested and received permission to combine teams in accordance with the rules.
23 Accordingly, I have shown several players that will play on both teams. Do I need to do
24 anything else?

25

26 **Response:** Yes. You are only allowed to show a player on one team roster. You need to pick the
27 primary team for each player. The Email that granted you the approval contains the
28 instructions on how you handle the roster responsibilities when you are allowed to combine
29 teams. **ONCE CORRECTED, YOU NEED TO RESUBMIT THE MASTER PLAYER**
30 **ROSTER TO THE SFL.**

31

32 **Question:** The work sheet shows that a player assigned to one of my teams is also assigned to another
33 club’s team. What should I do?

34

35 **Response:** A player may only be shown on one roster. The SFL Club Representatives should contact
36 each other and decide (1) whether this is a duplicate player and (2) which team club should
37 be allowed to roster a duplicate player. The Master Player Roster and Individual Team
38 Roster (if already prepared) should then be adjusted to show that this player is no longer
39 associated with a given team. **The SFL should be notified of the actions taken to resolve**
40 **the players showing up on this work sheet when the player is from two different clubs.**
41 **ONCE CORRECTED, YOU NEED TO RESUBMIT THE MASTER PLAYER**
42 **ROSTER TO THE SFL.**

43

44 In many cases, these names were provided during the team registration process and should
45 have already been resolved. **The SFL needs to be notified if any of these players have**
46 **actually played in any games. If a player has played in any games, then the SFL must**

1 **be notified of which games the player has played.** If the SFL is not provided the games
2 where the player has played, then those games are subject to forfeit.
3

4 **Question:** The work sheet shows that a player assigned to one of my teams is also assigned to another
5 club's team. I have sent several Emails to the other SFL Club Representative and checked
6 with my coach. My coach has confirmed that the player is only going to play for my club
7 and the other SFL Club Representative has not even shown the courtesy of replying to my
8 Emails. What should I do?
9

10 **Response:** All you need to do is send an Email describing this situation and the appropriate SFL
11 Commissioner will make a decision on how it is handled. This Email can be sent directly to
12 the appropriate SFL Age Group Commissioner. However, you should also send a copy of
13 that request to the SFL Administrator (sfl@sflsoccer.org).
14
15