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Suburban Friendship League

Frequently Asked Questions – Master Player Rosters
(December 2, 2012)

The following are a list of Frequently Asked Questions relating to the Master Player Roster and the Master Player Roster Summary. While we attempt to keep this information consistent with the rules, sometimes through unintentional oversight, some inconsistencies may occur. In these cases, the rules are used to resolve any inconsistencies. The questions in this document are broken down into the following topic areas:

- General roster questions
- Master Player Roster questions
- Master Player Roster Summary questions

Sections II. and III. of the rules, the Procedures and Processes – Master Player Roster Summary, and the Procedures and Processes – SFL Team Rosters provide additional information on roster issues. These documents be found on the web site (www.sflsoccer.org) under SFL Documents.

GENERAL ROSTER QUESTIONS

Question: When is the last day that players may be added to a team without the SFL’s approval?

Response: Players may be added to a team without the appropriate SFL Age Group Commissioner’s permission until April 25 for the Spring season and September 25 for the Fall season. However, these additions require the club to (1) submit a revised Master Player Roster to the SFL and (2) distribute the revised SFL Team Roster generated by the SFL to the team before the player may play.

Question: Where can I get the current Master Player Roster form and any guidance on how to complete it?

Response: The web site has the current Master Player Roster form on the SFL Forms page (<http://www.sflsoccer.org/sflforms.htm>). While the spread sheet has an instructions work sheet, a PDF version of these instructions is contained on the web site as well. In addition, a PDF version of the instructions contained in the Master Player Roster Summary spread sheet are also contained on the web site’s SFL Forms page.

1 **MASTER PLAYER ROSTER QUESTIONS**
2

3 **Question:** What is the purpose of the Master Player Roster and how does the SFL use the data
4 contained in it?
5

6 **Response:** The Master Player Roster contains the player data for each team, i.e., player's name,
7 birth date, team assignment, and uniform number. It is used by the SFL to generate
8 the SFL Team Rosters which are used by the teams during the roster exchange
9 process before each game.
10

11 **Question:** At the start of the season, the SFL sent me a Master Player Roster with all the player
12 data from the previous season. First, am I required to use this file as the starting
13 point for this season's Master Player Roster or can I simply start over with a blank
14 file? Next, this file showed several players needing waiver when those players
15 received waivers last season. What is the problem? Finally, can the SFL provide me
16 a similar file during the season upon request?
17

18 **Response:** The SFL provides this file in case it helps the club complete the Master Player
19 Roster for the current season. The club can disregard this file and simply download
20 a blank Master Player Roster from the SFL Forms page and load the new data.
21 Player waivers are only granted for one season. Accordingly, a player shown on the
22 Master Player Roster as needing a waiver will need to obtain a waiver during the
23 current season even if they obtained a waiver in a previous season and are playing on
24 the same team. This is a good reminder to go ahead and ask for the waiver early in
25 the process. Finally, yes, the SFL can provide an updated Master Player Roster with
26 the current season's information in it upon request.
27

28 **Question:** When are Master Player Rosters required to be provided to the SFL?
29

30 **Response:** Master Player Rosters are required to be submitted at least 2 times each season. The
31 first submission is March 15 for the spring season and August 15 for the fall season.
32 This submission is used by the SFL to validate that the club has a sufficient number
33 of players to support the registered teams. **Valid uniform numbers are not**
34 **required for this submission and the player assignments to a team are not**
35 **binding, i.e., the clubs are free to reassign players to other teams.** The second
36 submission is due on the Monday preceding the first game week by 6:00 PM. This
37 submission is used to generate the SFL Team Rosters and must contain the actual
38 player assignments and the uniform numbers that are expected to be used by the
39 players on a given SFL Team Roster. The Procedures and Processes – SFL Team
40 Rosters discusses the process that should be used when a club cannot provide
41 accurate uniform numbers for this submission.
42
43

1 **Question:** Our club uses an on-line data base to register players and assign them to teams, but
2 our data base does not use age groups and team names in the same way that is
3 required on the Master Player Roster form. Is it okay for us to submit output from
4 our database in a different format than the SFL currently requires?
5

6 **Response:** The current version of the SFL Master Roster form must be used and substitute
7 forms are not allowed. The SFL Master Player Roster Form is designed to provide a
8 uniform way for the SFL to receive player roster information, and it has features that
9 allows the club to detect errors prior to the Master Player Roster being submitted to
10 the SFL and easily identify discrepancies (e.g. players who are too old for a
11 particular age group). There are ways to convert data from club data bases so that
12 the data can be put in the Master Player Roster form in a compatible format. For
13 example, the Master Player Roster combines the player's first and last name while
14 the registration system may keep these separately. The Master Player Roster has a
15 work sheet that will combine these names if needed. Additional information on this
16 feature can be found on the Instructions work sheet. A PDF file of these instructions
17 can also be found on the web site's SFL Forms page. If your club needs assistance
18 in automating the conversion of player roster data, please contact the SFL.
19

20 **Question:** The initial Master Player Roster is required to be submitted on March 15 for the
21 Spring season and August 15 for the Fall season. On these dates it is impossible for
22 our club to provide reliable information on (1) the uniform numbers that will be
23 assigned to a given player and (2) ensure that the team assignments are correct.
24 What should we do?
25

26 **Response:** Uniform numbers are not required to be submitted on the Master Player Rosters
27 submitted on March 15 and August 15 since the primary purpose of these rosters is
28 to help the SFL to verify that the clubs have enough players to support the number of
29 teams that have been registered in each SFL age group and division. Regarding
30 player assignments, clubs may use "artificial" team assignments for the Master
31 Rosters provided on March 15 and August 15. For example, assume a club has 45
32 Under 14 Boys players and wants to register two (2) division 1 teams and one (1)
33 division 2 team. The club may list the players eligible for the division 2 team as
34 those assigned to the division 2 team and then split the remaining players between
35 the division 1 teams by simply listing the names in alphabetical or some other order.
36 It is recognized that these team assignments may not reflect the actual team
37 assignments, e.g., some of the players shown on the division 2 team in the example
38 above may be actually assigned to a division 1 team and players shown on one
39 division 1 team may be actually assigned to the other division 1 team when the
40 Master Player Roster that is used to generate the SFL Team Rosters is received. The
41 SFL **does not** expect the club to account or reconcile the changes between these two
42 rosters.
43

1 **Question:** Our club uses a player registration system and this system generates the data
2 required for the Master Player Roster. I tried to copy the rows of data from the
3 spread sheet generated by this system to the Master Player Roster and it would not
4 accept the data. What went wrong and why does the SFL require me to manually
5 enter each of the player individually rather than accept electronic data?
6

7 **Response:** The Master Player Roster will accept electronic data. The apparent problem based
8 on the description is that an attempt was made to copy the entire rows of data from
9 the spread sheet generated by the player registration system and copied into the
10 Master Player Roster rather than the specific data elements needed. Accordingly,
11 this process attempted to overwrite protected cells in the Master Player Roster which
12 is not allowed. What needs to be done is to (1) highlight the cells applicable to
13 columns A – F of the Master Player Roster in the spread sheet generated by the
14 player registration system, (2) copy the highlighted data, and (3) using the Paste
15 Special Values command, paste the data into the Master Player Roster. The
16 Instructions work sheet in the Master Player Roster spread sheet has more
17 information on this. A PDF version of these instructions can be found on the web
18 site’s SFL Forms page.
19

20 **Question:** I realize the I can make “artificial” team assignments on the March 15/August 15
21 Master Player Roster. However, doing this in my player registration system causes a
22 number of problems. For example, the coaches have access to the system and see the
23 players assigned to their teams. Simply placing players on teams will result in a ton
24 of “what is going on” Emails. Do I have any other options?
25

26 **Response:** Yes. It does not matter if the team assignments on the Master Player Roster agree
27 with those in the club’s player registration system. Simply load the data from your
28 club’s registration system and then make the desired team assignments. The key is
29 to assign the players to teams that match the age group and division assignment of
30 the actual team that will be used for them. For example, if a player is expected to be
31 assigned to an Under 14 division 2 team, select one of the Under 14 division 2 teams
32 that were registered for that player. This way, the error checking process will show
33 any potential problems, e.g., duplicate players, waiver requirements, etc.
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1 **Question:** What happens if the Master Player Roster submitted on March 15/August 15 only
2 contains the names associated with some of the teams that have been registered, e.g.,
3 the club registers 12 teams but only lists players for 10 of the teams, are all 12 teams
4 dropped?
5

6 **Response:** Assuming that the names on the Master Player Roster submitted on March
7 15/August 15 are adequate to support the 10 teams listed, then only 2 teams would
8 be dropped since these teams did not have an adequate number of players shown to
9 support the teams. In effect, a “partial” Master Player Roster is treated the same as a
10 Master Player Roster which contains all the registered players but whose
11 registrations do not support the number of teams registered (see example below).
12 The primary difference is that the 2 teams being dropped are clearly identified based
13 on the information contained on the Master Player Roster.
14

15 **Question:** What happens if our club misses the March 15 or August 15 Master Player Roster
16 filing requirements?
17

18 **Response:** If a club does not provide the Master Player Roster by March 15 or August 15, then
19 the teams registered prior to that date may not be scheduled. When teams are
20 dropped because of the Master Player Roster issues, clubs may request the SFL to
21 schedule these teams by providing the necessary Master Player Roster information.
22 However, these teams are considered as late team registrations and subject to the late
23 fees and other restrictions associated with late team registrations. For example, the
24 SFL may require that the club provide a Sunday time slot to support the scheduling
25 process or refuse to accept the team because the request is too difficult to implement.
26

27 **Question:** By March 15 and August 15 our club, especially in the older age groups, may not
28 have a good handle on the actual number of players that will be registered. How
29 does this affect the names shown on the Master Player Roster?
30

31 **Response:** The SFL will review the names shown on the Master Player Roster to determine
32 whether the registered players will support the number of teams that have been
33 registered. If the number of players shown on the Master Player Roster is considered
34 by the SFL Administrator to be inadequate to support the number of registered
35 teams, then the SFL Administrator will work with the applicable SFL Age Group
36 Commissioners to determine the number of teams that can be supported, and the
37 remaining teams will be moved to the waiting list. For example, assume Club A
38 registers 3 Under 19 Boys teams and that the Master Player Roster shows that only
39 12 players have been registered with 4 players assigned to each of the 3 Under 19
40 Boys teams. The SFL will work with the club to (1) obtain reasonable assurance that
41 the club can still support 3 Under 19 Boys teams or (2) reduce the number of Under
42 19 Boys teams to an acceptable number that can be supported based on expected
43 registrations.
44

1 **Question:** I need to add a couple of players to the Master Player Roster and the best way is to
2 add them at the end of the current list of players. First, is this okay since they will
3 not be shown near the other players on the team? Next, how can I easily see all the
4 players on a given team just to make sure that no mistakes were made since the
5 spread sheet will not allow me to sort the data? Finally, the rules appear to require
6 that Master Player Rosters be submitted to the SFL whenever players are added or
7 deleted from a team. Can the club consolidate all these changes or does it have to
8 submit these changes on the day they are made?
9

10 **Response:** It does not matter where a player shows up on the listing so these players can be
11 placed after the last player shown on the listing. These will be shown on the
12 applicable SFL Team Roster regardless of the location of the player's name on the
13 Master Player Roster. The Instructions work sheet in the Master Player Roster
14 spread sheet has more information on how to use the filters to view subsets of the
15 data such as all the information related to a given team. A PDF version of these
16 instructions can be found on the web site's SFL Forms page. As discussed in the
17 Procedures and Processes – SFL Team Rosters, a club is allowed to send in one
18 update per week after the submission that is used for the initial SFL Team Rosters.
19 This submission must be received by 6:00 PM on Wednesday. Once a submission
20 has been made and the SFL Team Rosters generated, any changes will probably have
21 to wait until the next week's update cycle.
22

23 **Question:** I needed to make some changes on the Master Player Roster since we decided to
24 drop several players because they went to a travel team. When I attempted to delete
25 those rows, the system would not let me. I then deleted each cell individually which
26 left blank rows. Is it okay to have blank rows in this spread sheet and if not, how do
27 I get rid of them since I am not allowed to sort the data in this work sheet?
28

29 **Response:** Blank rows are not a problem. Rather than deleting each cell individually, all that is
30 needed is to highlight the data that needs to be deleted, e.g., cells A25:F36 and "hit"
31 the delete key or use the Clear Contents command.
32

33 **Question:** What happens if I miss the due date for submission of the Master Player Roster that
34 is used for generating SFL Team Rosters?
35

36 **Response:** On the due date for the Master Player Roster that is used to generate the SFL Team
37 Rosters (Monday at 6:00 PM before the first game week), the SFL will use the
38 Master Player Roster data that is available to generate the SFL Team Rosters. This
39 may cause the club's teams a number of unnecessary problems including (1)
40 inaccurate team assignments, (2) players being shown as not being allowed to play,
41 and (3) SFL Team Rosters not being generated since the players for that team were
42 assigned to unregistered teams. Furthermore, since the due date has passed, the club
43 may have to wait until the next week to submit an updated Master Player Roster and
44 receive new SFL Team Rosters if the SFL Team Rosters have been generated.

1 **MASTER PLAYER ROSTER SUMMARY**

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3 **Question:** What is the purpose of the Master Player Roster Summary and why does the SFL
4 generate it each time that a Master Player Roster is submitted? Also, is the club
5 required to do anything with the information contained in the spread sheet?
6

7 **Response:** The Master Player Roster Summary is designed to provide the club information on
8 the results from the SFL processing the data contained on club's Master Player
9 Roster submission. It contains summary data on the (1) the number of players
10 assigned to each team and (2) the actual age groups of the players assigned to each
11 team so that the club can make sure that the actual team assignments shown on the
12 Master Player Roster are consistent with their expectations, e.g., Team 1 has 16
13 players meeting the Under 16 age criteria assigned to it. In addition, it contains
14 information on potential problems identified by the SFL. These include (1) players
15 assigned to unregistered teams, (2) players with invalid birth dates, (3) players that
16 need waivers to play on their assigned team, (4) whether required waivers have been
17 granted, (5) players with name errors, (6) players potentially assigned to more than
18 one team, (7) uniform number problems and (8) teams without enough players. The
19 club is strongly encouraged to use this information to make the necessary corrections
20 to the Master Player data. Otherwise, the SFL Team Rosters generated from the
21 Master Player Roster will have the same problems identified and the teams may be
22 penalized unnecessarily.
23

24 **Question:** The Master Player Roster Summary work sheet Players With Errors shows a number
25 of errors that are not errors. For example, it shows 15 players being assigned to
26 Team 1 and that Team 1 is not registered. I checked the form used to register teams
27 and sure enough it shows Team 1. To make matters even more confusing, on the
28 Players on Registered Teams work sheet this team is clearly shown but no players
29 are assigned. Why did the SFL consider these errors and why were these players not
30 counted on the Players with Registered Teams work sheet?
31

32 **Response:** The team name, team age group, and team division assigned to a player must agree
33 exactly to that shown on the team registration. In this case, the problem was that the
34 team was registered as an Under 14 Division 1 team while the players shown as
35 being assigned to an Under 14 Division 2 team. In this case, simply correcting the
36 division to match the team registration information on the Master Player Roster will
37 correct the problem. The Instructions work sheet in the Master Player Roster
38 Summary provides information on how to correct the various errors shown in the
39 Master Player Roster summary. These instructions can also be found in a PDF file
40 on the web site's SFL Forms page.
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1 **Question:** Can I submit an updated Master Player roster after making the necessary corrections
2 and get a Master Player Roster Summary back before telling the SFL to generate the
3 SFL Team Rosters just to make sure all errors are corrected and, if errors are found,
4 send in a corrected Master Player Roster before the SFL Team Rosters are prepared?
5

6 **Response:** Yes. The SFL will hold off generating the SFL Team Rosters until requested unless
7 the due date of the Master Player Roster used for generating the SFL Team Rosters
8 has arrived (Monday at 6:00 PM before the first game week). When the due date for
9 the SFL Master Player Roster used for SFL Team Rosters arrives, the SFL will use
10 the latest data from the Master Player Roster to generate the SFL Team Rosters.
11

12 **Question:** Two players are shown as potential duplicate players and are coded as not being able
13 to play. These players are twins with similar but not identical names. What
14 happened and how do I get fixed so that they can play?
15

16 **Response:** The methodology used to identify potential duplicate players can identify individuals
17 that are not true duplicates such as the case described. All you need to do is send an
18 Email to the SFL explaining the situation and the duplicate flag will be removed.
19 Once this flag is removed, the players can play. The Instructions work sheet
20 provides additional information on this subject. These instructions can also be found
21 in a PDF file on the web site's SFL Forms page.
22

23 **Question:** The Players with Errors work sheet shows several errors and I think I know how to
24 correct them. However, trying to easily find the players causing those errors on the
25 Master Player Roster is a problem because it will not let me sort the data. What can
26 be done to make this process a little easier on the clubs?
27

28 **Response:** While Master Player Roster will not allow the traditional data sorting process, it does
29 provide filters that can be used to accomplish the same purpose. The Instructions
30 work sheet in the Master Player Roster Summary spread sheet has more information
31 on this including step by step instructions on how to correct specific types of errors.
32 A PDF version of these instructions can be found on the web site's SFL Forms page.
33

34 **Question:** The SFL instructions are clear that valid uniform numbers are not required for the
35 March 15 and August 15 Master Player Roster submissions. However, on the
36 Master Player Summary file that was returned, it shows that a number of players
37 have this problem. Why does it show this and what is expected from the club?
38

39 **Response:** The Master Player Rosters submitted to meet the March 15 and August 15
40 requirements are not required to contain uniform numbers and the club does not have
41 anything with these errors until it submits the Master Player Roster that is used to
42 generate the SFL Team Rosters.
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1 **Question:** The Master Player Roster submitted to the SFL shows that a total of 326 players
2 have been listed which is consistent with what I expected to be see. However, the
3 Master Player Roster Summary returned to me only shows a total of 320 players on
4 the Players on Registered Teams work sheet. The 6 missing players are also not
5 shown on the Players with Errors work sheet. I am not sure, but it seems that these 6
6 players are players that have not yet been assigned to a team. Why did the SFL drop
7 these 6 players?
8

9 **Response:** In order for a player to be loaded into the system from the Master Player Roster, a
10 player must be assigned to a valid team name for that club. It does not matter
11 whether the team is registered. For example, the system will accept a player
12 assigned to Chantilly 10 even though Chantilly 10 is not a registered team. When
13 this happens the player is shown on the Players With Errors work sheet. In this case,
14 since no team was specified for 6 players, these 6 players were simply dropped since
15 they had no team assignments. To “account” for the players that are yet assigned to
16 a team, the following process can be used.
17

- 18 • Enter the players that are not yet assigned to a team on the Master player roster if
19 they are not already on the Master Player Roster. However, rather than placing
20 the player on a registered team, simply pick a team from the drop down list that
21 is not registered.
22
- 23 • Select the proper age group and division for these players based on where the
24 player is expected to be assigned. For example, if a player is expected to be
25 assigned to an Under 12 division 2 team, then select those values from the drop
26 down lists.
27

28 The player will then show up on the Players With Errors work sheet. The
29 advantages to this approach include (1) all players are listed and (2) if the player has
30 any errors, such as being a duplicate or the player will require a waiver if assigned to
31 an actual team in that age group and division, then they can be easily corrected once
32 the actual assignment is made, e.g., assigned to a team that does not require a waiver.
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