

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

Suburban Friendship League

Frequently Asked Questions – SFL Team Rosters (December 2, 2012)

The following are a list of Frequently Asked Questions relating to the SFL Team Rosters. 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
- SFL Team Roster questions
- Waiver questions
- Roster challenges
- Combining teams

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 a revised SFL Team Roster to the team before the player may play. For example, the club may add Player A on April 25 to Team 1 without obtaining the SFL’s permission. However, the club will need to ensure that (1) the Master Player Roster has been updated and provided to the SFL and (2) a revised SFL Team Roster has been received from the SFL and distributed by the SFL Club Representative to the coach.

1 **Question:** My club provides the team uniforms to the coach who distributes the uniforms to the
2 player on game day and then collects the uniforms back after the game. Is this still
3 allowed?
4

5 **Response:** This is an acceptable practice when (1) the club provides the coach with a sufficient
6 number of uniforms so that each player assigned to the team will have a unique
7 number and (2) the coach ensures that the every player always receives the same
8 number as that shown on the Master Player Roster and SFL Team Roster. For
9 example, if the Team Roster shows that Player A's uniform number is 15, then the
10 coach must ensure that Player A receives uniform number 15 at each game.
11

12 **Question:** Our club provides a player with a uniform and that player is expected to retain that
13 jersey number for a number of seasons. Accordingly, as teams are "combined" in
14 subsequent seasons some duplicate numbers are created. Can we simply add a piece
15 of tape to the uniform number to resolve the duplicate numbers?
16

17 **Response:** Each player is required to have a unique uniform number and the SFL checks the
18 uniform numbers submitted on the Master Player Roster to validate that this
19 requirement has been met. Accordingly, when a club realizes that a team will have 2
20 or more players with the same uniform number it must take some action to resolve
21 the problem such as issuing a new uniform to one or more players. Simply adding a
22 piece of tape to the uniform or using taped on numbers is not acceptable unless this
23 is being done to address duplicate numbers when teams are combined (see discussion
24 on combining teams for additional information on this process).
25

26 **Question:** The SFL rules state that when a color conflict exists, the requirement for unique
27 uniform numbers is waived. How does this affect the requirement that each player
28 must have a unique uniform number?
29

30 **Response:** When a color conflict exists, the uniforms adopted to resolve the color conflict do
31 not have contain uniform numbers. However, each player should still have their
32 uniform which shows their assigned uniform number. The Procedures and Processes
33 – SFL Team Rosters discusses how to handle the condition where the alternative
34 jerseys contain uniform numbers.
35

1 **SFL Team Roster Questions**
2

3 **Question:** Can the SFL Club Representative or coach request the SFL to distribute the SFL
4 Team Rosters directly to the coach and can the coach provide the correct uniform
5 numbers directly to the SFL? Also, if a coach loses their copy of the SFL Team
6 Roster, can they request another copy from the SFL?
7

8 **Response:** The SFL will only distribute the SFL Team Rosters to the SFL Club Representative.
9 The coach needs to work with the SFL Club Representative to (1) obtain copies of
10 the SFL Team Roster and (2) make any changes to the Master Player Roster that
11 need to be reflected on the SFL Team Rosters. If the coach needs another copy of
12 the SFL Team Roster, they should obtain that directly from their SFL Club
13 Representative.
14

15 **Question:** When do coaches receive their SFL Team Rosters?
16

17 **Response:** The club is responsible for providing the SFL with the Master Player Roster that is
18 used to generate the SFL Team Rosters by 6:00 PM on the Monday preceding the
19 first game week. The SFL will attempt to provide the SFL Club Representative with
20 the applicable SFL Team Rosters by Wednesday at 9:00 PM for distribution to the
21 coaches. Subsequent SFL Team Rosters are generated based on the changes to the
22 Master Player Roster that are received by 6:00 PM on Wednesday. For these
23 changes, the SFL will attempt to provide the updated SFL Team Rosters to the SFL
24 Club Representative by 9:00 PM on Friday.
25

26 **Question:** My club did not give me the uniforms in time for me to give the club the uniform
27 numbers that would be assigned to each player. Accordingly, the SFL Team Roster
28 shows that all my players do not have assigned numbers. What am I expected to do?
29

30 **Response:** The Procedures and Processes – SFL Team Rosters discusses what to do when a club
31 does not have reliable uniform numbers at the start of the season for the initial SFL
32 Team Rosters.
33

34 **Question:** What happens if the SFL Club Representative submits the Master Player Roster data
35 after a required dead line? For example, assume that the SFL Club Representative
36 submits an updated Master Player Roster on Friday rather than Wednesday. Can I
37 still get a SFL Team Roster for Saturday's game?
38

39 **Response:** If a Master Player Roster is submitted late (especially when they are received on
40 Friday), then the result will probably be that updated SFL Team Rosters will not be
41 generated until the next weekly cycle. In such cases, the player(s) added and
42 requested uniform number changes will not be made for the current week's game.
43 Accordingly, a team may be unduly penalized because of actions that are outside the
44 control of the SFL.

1 **Question:** The SFL Team Rosters provided by the SFL are a disaster. One of my teams did not
2 receive a roster, another has 25 players listed although far fewer are assigned to it,
3 and another team is missing 5 players that are assigned to it. What are my coaches
4 expected to do and why did the SFL make so many mistakes?
5

6 **Response:** The SFL Team Rosters are generated from the data contained on the Master Player
7 Roster submitted by the club. It does not appear that the SFL made any errors on the
8 SFL Team Rosters in question. A review of the Master Player Roster Summary that
9 was returned to the club after the last Master Player Roster submission provides the
10 answers to the questions – the necessary corrections to the Master Player Roster data
11 were not made by the club. The following discusses each of these.
12

- 13 • The team that was not provided a SFL Team Roster was shown on the Master
14 Player Roster Summary as an unregistered team. SFL Team Rosters are not
15 generated for unregistered teams. This appears to have been caused by using the
16 incorrect division assignment on the Master Player Roster for the players
17 assigned to one of these teams since the Master Player Roster Summary also
18 showed a team with the same name but in a different division as having no
19 players.
20
- 21 • The SFL Team Roster with 25 players was caused by the Master Player Roster
22 showing 25 players assigned to that team. This is consistent with the Master
23 Player Roster Summary which showed that 25 players were assigned to the team
24 in question. It appears that some of these players should have been assigned to
25 another team since two other teams were shown with less than the 11 players
26 needed to support the team on the Master Player Roster Summary.
27
- 28 • The Master Player Roster Summary also provides a clue to the missing 5 players.
29 On the Players with Errors work sheet, 5 players are listed as not being assigned
30 to a registered team. It appears that the problem was that the division assignment
31 was incorrect for these players.
32

33 These errors can be corrected by the club following the processes described in the
34 Master Player Roster Summary instruction and then resubmitting the Master Player
35 Roster and requesting new SFL Team Rosters.
36

37 **Question:** Rather than take a paper copy of the SFL Team Roster to the game, can I simply
38 Email a copy of my SFL Team Roster to the other team before the game or keep it
39 on some electronic device and show it to the opposing coach or referee if needed?
40

41 **Response:** A paper copy of the SFL Team Roster must be available for exchange prior to each
42 game. Accordingly, Emailing the SFL Team Roster in advance or retaining it in an
43 electronic form for “presentation” at the game are not acceptable alternatives.
44

1 **Question:** The SFL allows the omission of uniform numbers when substitute jerseys are
2 required to avoid color conflicts. Our team uses jerseys of a different color when
3 this situation arises that have uniform numbers on them, however, they do not have
4 the same uniform numbers as the primary uniform number shown on the Team
5 Roster. Is this a problem? If yes, what should we do?
6

7 **Response:** As discussed in the Procedures and Processes – SFL Team Rosters, when the
8 alternative uniform contains numbers that are different than the uniform number
9 shown on the SFL Team Roster, then the Actual Number column on the SFL Team
10 Roster should reflect that number.
11

12 **Question:** Are coaches required to exchange rosters even if the teams are from the same club?
13

14 **Response:** Yes. Coaches are required to provide a copy of their SFL Team Roster to the
15 opposing team before the start of every game even if those teams are from the same
16 club. If a team is unable to provide a paper copy of their SFL Team Roster the team
17 is assessed a forfeit. Therefore, it is a good idea to provide copies of the approved
18 roster to more than one individual on your team. The SFL should be notified in the
19 game report when a roster was requested and not provided.
20

21 **Question:** If the opposing coach does not have a roster can (1) we agree to play the game and
22 (2) the opposing team be assessed a forfeit later for not having the roster?
23

24 **Response:** Both coaches can agree to play a game even if one team does not have a SFL Team
25 Roster. However, if a SFL Team Roster is requested but not provided and both
26 teams agree to play, then neither team can request a forfeit because a roster was not
27 available. Furthermore, if a forfeit is accepted because of a roster problem, then the
28 teams should leave the field. In other words, the teams should not use the game as a
29 scrimmage.
30

31 **Question:** Sometimes the referees ask for a copy of the roster and sometimes they do not. Is
32 the referee allowed to ask for a copy of the roster and what governs when this
33 happens?
34

35 **Response:** Although the referee is allowed to ask for a copy of the SFL Team Roster, the SFL
36 has left the decision of when a referee must be provided a copy of the SFL Team
37 Roster to the referee and their club. If either team does not have a proper SFL Team
38 Roster available when requested by the referee, then the referee may declare a forfeit
39 with the team not having a proper SFL Team Roster being assessed the forfeit. If
40 both teams do not have proper SFL Team Rosters, then both teams will be assessed a
41 forfeit. Furthermore, if a forfeit is awarded by the referee because of a roster failure
42 problem, then the teams should leave the field. In other words, the teams should not
43 use the game as a scrimmage.
44

1 **Question:** Sometimes a players may show up in a uniform from a prior season and the number
2 does not agree with the Team Roster. Can I simply replace the uniform number on
3 the SFL Team Roster for this player?
4

5 **Response:** The Procedures and Processes – SFL Team Rosters discusses how to handle this
6 situation and the limitations on changing uniform numbers on the SFL Team Roster.
7

8 **Question:** I have a question on whether the SFL Team Roster provided by the opposing coach
9 was generated by the SFL. How can I validate that the information contained on it is
10 correct?
11

12 **Response:** A request may be made through the SFL Club Representative for the SFL to validate
13 the SFL Team Roster received. This request must contain (1) a copy of the SFL
14 Team Roster received and (2) the basis for questioning the validity of the SFL Team
15 Roster received. The SFL will compare the SFL Team Roster received to the one
16 provided by the SFL to the SFL Club Representative that applies to the game in
17 question.
18

19 **Question:** What happens when a SFL Team Roster provided to the SFL for review contains
20 information that is inconsistent with Master Player roster?
21

22 **Response:** The Master Player Roster is considered the official source of information of the
23 players assigned to a team and is used to generate the SFL Team Rosters.
24

25 **Question:** What happens when a player is added on the Friday night before the game?
26

27 **Response:** The necessary information should be added to the Master Player Roster and the
28 submitted for the next weekly update cycle. The player will probably not be able to
29 play in that weekend's games.
30

31 **Question:** The opposing team had a player on the field whose uniform number is not contained
32 on the SFL Team Roster. What should be done when this condition arises?
33

34 **Response:** We assume that the uniform number in question does not show up in the Actual
35 Number column of the SFL Team Roster as discussed in the Procedures and
36 Processes – SFL Team Rosters. A request may be made to the referee through a team
37 captain to perform a roster check using the procedures outlined in the Procedures and
38 Processes – SFL Team Rosters at half time. The referee should be provided the
39 specific reason that a roster check is being requested, i.e., a player's uniform number
40 does not appear on the provided roster. The game should then be completed. The
41 SFL should also be notified (1) of this condition and (2) the results of the roster
42 check. A decision will then be made by the SFL on whether to award a forfeit.
43 Uniform number issues are not normally grounds for awarding forfeits.
44

1 **Question:** The SFL sent out a red card notification stating that Player A from Team 1 wearing
2 uniform number 1 should not be playing in our game. In reviewing the players on
3 Team 1, a player with uniform number 1 was on the side lines and then played in the
4 game. When I asked the opposing coach about this I was told that another player
5 had actually received the red card and that the SFL notice was in error. What should
6 I do?
7

8 **Response:** A player must wear the same uniform number though out the season. The red card
9 notification process provides an Email to the SFL Club Representatives of each team
10 and the two coaches. The coach of the affected team should have realized that the
11 incorrect name and number appeared on the red card notification and notified the
12 SFL of the error so that a corrected notice could be sent out. In this example, clearly
13 the SFL was not notified of the error or you did not receive the corrected notice
14 before the game. In this case, the game should be allowed to be played. The SFL
15 should be notified by Email of the potential problem in the game report. The SFL
16 will then make a determination on whether a violation has occurred and whether a
17 forfeit should be awarded.
18
19

1 **WAIVERS**
2

3 **Question:** Our team plays as an Under 14 Division 2 team. In reviewing the SFL Team Roster
4 for our opponent, it is clear that they have a player that does not meet the age
5 requirement for our division. Specifically, the player’s birth date clearly shows that
6 the player should have been assigned to an Under 14 Division 1 team. Why does
7 this player appear on the roster and is the player allowed to play?
8

9 **Response:** The SFL rules allow Under 12 and Under 14 Division 1 aged players to play on a
10 respective Division 2 team when (1) the club makes a formal request to the SFL and
11 (2) the request is approved by the appropriate SFL Age Group Commissioner. The
12 SFL Team Roster clearly shows (1) whether such approval has been given and (2)
13 whether the player is allowed to play. The Procedures and Processes – SFL Team
14 Rosters discusses this in more detail.
15

16 **Question:** When is the dead line for submitting waiver requests and what process is used for
17 obtaining the waiver?
18

19 **Response:** Waiver requests should be submitted to the appropriate SFL Age Group
20 Commissioner no later than March 31 for the Spring season and August 31 for the
21 Fall season. The request should provide the (1) specific reasons that the waiver is
22 being requested, (2) player’s name and birth date, and (3) team information where
23 the player will be assigned if the waiver is granted (e.g., Team 1, Under 14 Boys),
24 and (4) any other information needed to support the waiver request.
25

26 **Question:** The SFL has granted Player A a waiver to play on a Division 2 team during the Fall
27 season. Does the SFL have to approve another waiver to play on the same Division
28 2 team in the Spring since the player is playing on the same team?
29

30 **Response:** Waivers are only granted based on specific requests and are only good for the season
31 in which they are granted. Accordingly, a request must be submitted each season for
32 a player regardless of reason for the initial approval.
33

34 **Question:** The SFL has granted Player A a medical waiver in the past. Does the SFL have to
35 approve a medical waiver for Player A each season since the medical conditions
36 have not changed?
37

38 **Response:** Waivers are only granted based on specific requests and are only good for the season
39 in which they are granted. Accordingly, a request must be submitted each season for
40 a player regardless of reason for the initial approval.
41
42
43
44

1 **Question:** During the roster exchange process, the opposing coach for Team 1 provided me a
2 copy of an Email for the coach's SFL Club Representative saying that (1) Player A
3 was being added to the team and it was okay for the player to play in that week's
4 game and (2) Player B was allowed to play even though the player's birth date
5 clearly does not meet the age requirements for this age group and the SFL Team
6 Roster showed that the player required a waiver but a waiver had not been received
7 and was not allowed to play. Is this acceptable?
8

9 **Response:** Only players shown on the SFL Team Roster as being allowed to play may play.
10 Since the first individual was not shown on the SFL Team Roster, they are not
11 allowed to play. For the second individual, the SFL Team Roster clearly showed
12 that the person required a waiver to play but the waiver had not be granted.
13 Accordingly, as noted on the roster, the player is also not allowed to play.
14

15 **Question:** We have a player that has been playing on a given team for a long time. Last season
16 the SFL granted a waiver for this player to play on a division 2 team even though
17 based on the player's birth date they should have played on a division 1 team. This
18 season, the player is now required to play in a different age group. Will the SFL
19 grant a waiver for the player to continue playing on their long time team since the
20 player misses the age cutoff for the younger age group by only a few days?
21

22 **Response:** The SFL does not normally allow player's to play down an age group (e.g., Under
23 16s playing as Under 14s, Under 14s playing as Under 12s, etc.) Unless the player
24 has a medical condition that justifies the playing down an age group. Accordingly,
25 the player cannot continue to play on this team unless the team is moved up an age
26 group. In other words, the team must play in the age group applicable to the oldest
27 player on that team. The rules contain the requirements that must be met for medical
28 waivers and the SFL has granted very few medical waivers in the past.
29

1 **ROSTER CHALLENGES**
2

3 **Question:** Last season my roster was challenged and it was a nightmare. First, some of my
4 players were intimidated by the process and thought that the questions were racially
5 motivated. Next, when some of the players provided their birth dates, the official
6 would not let them play since they did not agree with the date shown on the SFL
7 Team Roster. Finally, I was assessed a forfeit because of these birth date
8 differences. It did not matter that the data provided by the SFL was incorrect and
9 that the players in question could produce identification showing the date they
10 provided was accurate. Why does the SFL have a process that intimidates players
11 and allows the use of unreliable data generated by the SFL to penalize teams?
12

13 **Response:** This situation is discussed in the Procedures and Processes – SFL Team Rosters.
14 The data provided on the SFL Team Roster is provided by the club and not generated
15 independently by the SFL. Accordingly, the data on the SFL Team Roster came
16 from the club. Each club is required to have a process that validates the player’s
17 birth date when that player joins the club and this is the date that is expected to be
18 used on the Master Player Roster. However, we have found problems in the systems
19 used by the clubs that allow incorrect information to be shown in the their systems.
20 We have also found cases where the players are unfamiliar with the roster challenge
21 process and feel intimidated by the process. Accordingly, as discussed in the
22 Procedures and Processes – SFL Team Rosters, the SFL encourages coaches to go
23 through a roster challenge with their teams. The coach can act as the official and ask
24 each player their name and birth date. If the coach identifies any discrepancy then
25 the coach should immediately contact their SFL Club Representative and take the
26 necessary actions to correct the identified problem so that a new SFL Team Roster
27 can be obtained.
28

29 **Question:** What process is used during a roster challenge?
30

31 **Response:** The Procedures and Processes – SFL Team Rosters discusses the process that should
32 be used for roster challenges.
33

34 **Question:** During the roster challenge process, the referee identified some players whose birth
35 date did not agree with SFL Team Roster. I requested the referee to declare the
36 game a forfeit but the referee said that was up to the SFL. Is this correct?
37

38 **Response:** The referee was correct. Games are expected to be completed and the decision on
39 game forfeits are generally made by the SFL except when a paper copy of the SFL
40 Team Roster is not available. Specifically, the opposing coach may declare the
41 game a forfeit when a paper copy of the SFL Team Roster is not available during the
42 roster exchange process and the referee may declare the game a forfeit when a paper
43 copy of the SFL Team Roster is not available during a roster challenge. These are
44 discussed in the Procedures and Processes – SFL Team Rosters.

1 **Question:** What happens if the uniform number being worn by a player or the player's stated
2 birth date does not agree with that shown on the SFL Team Roster presented to the
3 official?
4

5 **Response:** If the player's name and/or birth date do not agree with the SFL Team Roster, then
6 that player is considered ineligible for that game. However, the game should still be
7 played and the information provided to the SFL for review in the game report. The
8 SFL will then make a determination on whether a violation has occurred and whether
9 a forfeit should be awarded. Incorrect uniform numbers are not normally the basis
10 for a forfeit.
11

12 **Question:** Several of my players do not speak English very well. Will my team be penalized if
13 the players do not understand the questions being asked by the referee?
14

15 **Response:** Coaches should ensure that their players understand the information that will be
16 requested by the official conducting the review. However, the coach may not tell a
17 player how to answer the questions, e.g., the coach may not tell the player the birth
18 date that should be provided. Any instructions provided by the coach to the team
19 concerning how the process works should be made in the presence of the official
20 conducting the review.
21

22 **Question:** Can a roster challenge occur after a game starts?
23

24 **Response:** The preferred time for a roster challenge is before the game is played. A roster
25 challenge may occur after the game has started or when the coach has some reason to
26 question a player on the field. However, this challenge should be made at half time
27 and must be made before the second half starts unless the player arrives after the
28 second half starts. Another example of a reason that may result in a roster challenge
29 being made after the game starts is that the a coach receives an Email stating that
30 John Smith from the opposing team received a red card and is not eligible to play in
31 the game. However, after the game has started, the coach or one of the players, hears
32 the other team refer to one of their players as "John". A review of that team's roster
33 discloses that only one player is named John and that is the same player that is
34 ineligible to play based on the red card notification.
35

1 **COMBINING TEAMS**
2

3 **Question:** Can a coach use players from another SFL team to make sure that they have enough
4 players for given game?
5

6 **Response:** Generally no. The SFL rules allow clubs to combine teams under specific
7 conditions. The rules discuss the process that must be followed. The SFL Team
8 Roster will show (1) teams that are allowed to be combined and (2) any limitations.
9 The Procedures and Processes – SFL Team Rosters contains additional information
10 on the subject of combining teams.
11

12 **Question:** When does the SFL allow a club to combine teams?
13

14 **Response:** A club that has too many players for one team but not enough for two teams is
15 allowed to form two teams and mix players to ensure an adequate number are
16 available for a game when several conditions are met as outlined in the rules. These
17 conditions include (1) obtaining approval from the SFL prior to the start of the
18 season, (2) a limit on the number of players that can be used on the combined team,
19 and (3) special roster requirements. When the SFL allows teams to be combined, the
20 SFL Team Roster will show this approval and any restrictions, e.g., a combined team
21 may not exceed 14 players.
22

23 **Question:** The SFL approved a coach has to combine teams. However, the combined team now
24 has players with duplicate jersey numbers. Does this violate the requirement that
25 each player have a unique uniform number?
26

27 **Response:** As noted in the Procedures and Processes – SFL Team Rosters, it is the
28 responsibility of the coach that is combining teams to resolve the duplicate numbers.
29 This document discusses the appropriate means to resolve uniform number conflicts.
30

31 **Question:** The opposing coach provided me with two SFL Team Rosters stating that these two
32 teams may be combined. I checked the sidelines and this combined team now has 17
33 players. Why is this allowed especially when I had only 12 of my 15 players show
34 up?
35

36 **Response:** The SFL Team Roster shows the limitations on the combined teams. Normally a
37 combined team can use no more than 11 players for Under 12 teams and 14 players
38 for Under 14 through Under 19 teams. The Procedures and Processes – SFL Team
39 Rosters contains more on this subject.
40
41