

1 Suburban Friendship League

2
3 **Procedures and Processes – SFL Team Rosters**
4 (Effective July 15, 2018)

5
6
7 **OVERVIEW**

8
9 The SFL Team Roster and these procedures and processes are designed to address roster related
10 problems experienced in previous seasons. These included coaches being unaware of potential problems
11 on their roster, players showing up for a game with a different uniform number than the one assigned to
12 them, and how roster challenges are performed. This document also discusses how the SFL Team
13 Roster is prepared, special information that may be contained on the roster, and changes a coach may
14 make to the roster. Each coach is expected to be familiar with the information contained in this
15 document and take the necessary actions to ensure that data issues associated with their SFL Team
16 Roster are properly addressed and do not cause their teams unnecessary problems. Attachment I
17 contains a highlight sheet designed for coaches.

18
19 **BACKGROUND**

20
21 Over the years several problems have arisen with the SFL’s roster processes. These include clubs using
22 non standard forms, players being identified late in the season that need to obtain waivers from the SFL
23 to play on their assigned teams, and coaches being unaware of roster problems that can adversely affect
24 their team. In order to address these and other problems, after the Fall 2012 season the SFL
25 Commissioners decided to implement a revised player roster process where the Master Player Roster
26 submitted by the club is used to generate standard Team Rosters (SFL Team Roster) that contains all the
27 pertinent information needed. Only the SFL Team Roster form may be used for a team’s roster.

28
29 This document is broken down into the following sections:

- 30
- 31 • Preparing and providing a roster to the opposing team
 - 32
 - 33 • Roster modifications
 - 34
 - 35 • Special information on the roster
 - 36
 - 37 • Routine roster checks and roster challenges
 - 38
 - 39 • Correcting information on the SFL Team Roster
 - 40
 - 41 • SFL Team Roster preparation process
 - 42
 - 43 • Game official failures to enforce SFL Team Roster requirements.
 - 44

45 Each of these are discussed below. Attachment I provides the highlights of this document in an easy to
46 read format.

1 **PREPARING AND PROVIDING**
2 **ROSTERS TO THE OPPOSING TEAM**

3
4 Each coach is expected to provide a **paper copy** of the SFL Team Roster to the opposing coach (and
5 referee if requested) before the start of each game. While some coaches may exchange rosters
6 electronically before a game, this does not eliminate the requirement that a paper copy of the roster be
7 available for the other team and referee on the day of the game before the game starts. If a team is
8 unable to provide a paper copy of the SFL Team Roster to the opposing team, the opposing team may
9 declare a forfeit (forfeits are mandatory during the tournament). Each season several forfeits are
10 declared because one team could not provide their roster. Therefore, it is a good idea for coaches to
11 provide copies of the SFL Team Roster to more than one individual on the team.

- 12
- 13 • If a SFL Team Roster is requested but not provided and both teams agree to play, then neither
14 team can request a forfeit because a roster was not available. If a forfeit is accepted because of a
15 roster problem, then the teams should leave the field. In other words, the teams should not use
16 the game as a scrimmage.
- 17
- 18 • The referee may also request a copy of each team’s SFL Team Roster
- 19
- 20 • During the tournament, referees are required to perform a roster check before each game. If a
21 team does not have a roster to provide the referee, then that team is assessed a forfeit. If both
22 teams do not have a roster, then both teams are assessed a forfeit and the SFL should be
23 contacted to determine the appropriate actions that should be taken. If a forfeit is awarded by the
24 referee because of a roster problem, then the teams should leave the field.
- 25

26 **SFL TEAM ROSTER MODIFICATIONS**

27
28 The SFL Team Roster produced by the SFL is the only acceptable form that may be used. Modifications
29 to the names, birth dates, SFL provided comments, and SFL form presentation, e.g., fonts, watermark,
30 etc. may not be made to the SFL Team Roster by either the coach or the club. For example, names may
31 not be added or changed, birth dates added or changed, and SFL comments relating to a player or team
32 may not be changed or deleted. All such changes are made by the SFL using the Master Player Roster
33 process and a new SFL Team Roster is provided to the club for distribution to the coach. The SFL
34 expects the club and the coach to take the necessary steps to provide accurate uniform numbers on the
35 Master Player Roster and that the uniform numbers worn by the players agree with the SFL Team roster
36 unless a color clash between two teams exists. In such cases, it is the responsibility of the home team to
37 change colors by using an alternate colored jersey. Required numbers are waived in such cases.
38 However, if the alternate jersey has numbers, the coach shall put those numbers in the Actual Number
39 column of the SFL Team Roster without limitation. Teams may also use “pennies” to resolve color
40 conflicts. In such cases the requirements relating to uniform numbers remain the same as if no color
41 conflict existed. (See discussion elsewhere on how uniform number issues are handled during the
42 tournament when a color clash exists.)

43
44 **Note:** The SFL distributes the SFL Team Rosters in the Portable Document Format (PDF). Should the
45 reproduction of the document, i.e., printing, result in the lost of form data or a change to the
46 form, e.g., the watermark is lost, fonts changed, etc., then the SFL must be notified immediately.

1 It is recognized that at the beginning of the season, the club may experience some problems in
2 distributing the uniforms and getting the correct uniform number on the Master Player Roster for the
3 week one games or sometimes a player may show up at a game with a uniform that does not contain the
4 correct uniform number. In such cases the uniform numbers may be modified on the roster as discussed
5 below except for the tournament.

6 7 **Week One Uniform Number Modifications**

8
9 The SFL recognizes that it may be difficult for the club to provide the SFL accurate uniform numbers at
10 the start of the season for a variety of reasons. Accordingly, the coach is allowed to provide the correct
11 uniform number for each player on the roster in the Actual Number column of the roster. It is also
12 recognized that sometimes the club may have problems getting the uniforms delivered to the teams in
13 time to have accurate uniform numbers for the second week of games. In such cases, the SFL Club
14 Representative may ask permission from the SFL to allow the coaches to continue showing unlimited
15 uniform number changes in the Actual Number column of the roster. When such permission is granted,
16 the SFL Club Representative shall provide the approval Email from the SFL to each coach who is
17 required to show the opposing coach that they have permission to make unlimited changes in the Actual
18 Number column.

19 20 **Player Uniform Number Errors – Regular Season Games**

21
22 It is the coach's responsibility to make sure that the uniforms worn by the players are consistent with the
23 SFL Team Roster. It is also recognized that sometimes a player may show up at the game after week one
24 with a uniform that does not contain the assigned uniform number. In such cases, the coach is allowed
25 to make up to three (3) changes in the Actual Number column of the SFL Team Roster.

26
27 If a coach needs to make more than three (3) changes to the uniform numbers on the roster, then the
28 opposing coach must agree to allow them. The coaches have the following options if more than three (3)
29 changes are needed.

- 30
- 31 • The coach with the uniform number problem may decide to not play any of the players whose
32 numbers do not agree with the SFL Team Roster. In such cases, the players with the incorrect
33 numbers must leave the field or take other actions, such as replacing their uniform jersey with
34 some other form of clothing, so that there is no confusion on the players allowed to play.
 - 35
36 • The coach with the uniform number problem may decide to only submit the allowed three (3)
37 uniform number changes. In such cases, the remaining players with the incorrect numbers must
38 leave the field or take other actions, such as replacing their uniform jersey with some other form
39 of clothing, so that there is no confusion on the players allowed to play.
 - 40
41 • The opposing coach may declare the game a forfeit if the players whose numbers do agree with
42 the SFL Team Roster (after allowing for the 3 changes) are insufficient to field a team – 7 players
43 for teams playing 11 v 11 and 6 for teams playing 9 v 9.
 - 44
45 • The opposing coach may agree to allow more than three (3) uniform number changes. For
46 example, the opposing coach may allow the coach with the uniform number problem to change

1 up to 5 uniform numbers in the Actual Number column of the SFL Team Roster. If such
2 approval is given, then the opposing coach cannot request a forfeit because of the uniform
3 numbers. In such cases, the remaining players with the incorrect numbers must leave the field or
4 take other actions, such as replacing their uniform jersey with some other form of clothing, so
5 that there is no confusion on the players allowed to play.
6

7 **Player Uniform Number Errors – Tournament Games**

8

9 It is the coach’s responsibility to make sure that the uniforms worn by the player are consistent with the
10 SFL Team Roster. By the time of the tournament, the coach and club have had adequate time to address
11 any uniform number issues identified on the SFL Team Roster and make sure that the players understand
12 the importance of wearing their assigned number. Accordingly, no uniform number changes are allowed
13 to be made unless a color clash between two teams exists. Furthermore, before each tournament game,
14 the referee is required to perform a roster check using the process discussed elsewhere for roster
15 challenges. As discussed below, in most cases, players with uniform number issues are not allowed to
16 play.
17

18 **Uniform Number Issues Identified on the SFL Team Roster**

19

20 The SFL Team Roster may identify uniform issues such as missing numbers and duplicate uniform
21 numbers. In such cases, those players are not allowed to play in the tournament unless the opposing
22 coach agrees to allow these players to play. By the time of the tournament, the coach and club have had
23 adequate time to address these problems. In other words, by the time of the tournament, the current SFL
24 Team Roster should not have any uniform number issues shown on it. **A coach should not assume that
25 the opposing coach will allow any players with uniform number issues to play. Experience has
26 shown that while opposing coaches may allow players with uniform number issues to play in
27 regular season games, they are not as willing to let the same players play in tournament games.**
28

29 **Roster Check Identifies Uniform Number Issues**

30

31 If a roster check performed by referee identifies any players whose uniform number does not agree with
32 the number shown on the SFL Team Roster, then that player may not play in the tournament unless (1)
33 the player states the correct name and birth date of a player on the SFL Team Roster and (2) the
34 opposing coach agrees to let the player participate in the tournament. Specifically, if the opposing coach
35 does not want to allow the player to play, then that player may not play. In that case, the player must
36 leave the field or take other actions, such as replacing their uniform jersey with some other form of
37 clothing, so that there is no confusion on the players allowed to play.
38

39 **Color Clashes**

40

41 When both teams wear the same uniform color, then a color clash exists. In such cases, it is the
42 responsibility of the home team to change colors by using an alternate colored jersey. Required numbers
43 matching the SFL Team Roster are waived in such cases when the following conditions are met.
44

- The issue of uniform colors is discussed between the two coaches at least one day prior to the game and both coaches understand how the color clash is going to be resolved and the impact on the uniform numbers.

Note: The information shown on the SFL web site for the team colors is the official source of the team colors a coach should use to determine if a color conflict may exist. If the team color is not shown, then it is up to the coach with the missing team color to identify whether a color conflict exists and contact the other coach.

- Assuming that the jerseys have numbers, the coach changing colors should take reasonable actions to ensure that those numbers agree with the numbers shown on the SFL Team Roster, e.g., having players switch jerseys if necessary so that the numbers agree. Furthermore, the coach needs to place the proper number in the Actual Number column of the SFL Team Roster.

The following are examples of potential situations involving color clashes, the expected actions to be taken by the coaches, and how those situations are resolved.

Condition	Expected Actions
The coaches look at the SFL web site and see that their teams wear the same uniform color.	Both coaches are expected to contact the other coach to determine how this color conflict is expected to be resolved at least one day prior to the game, i.e., the visiting coach should not wait to be contacted by the home coach. If a team has a problem contacting the other team, then the team should contact the applicable SFL Club Representative.
The visiting team coach looks at the web site and sees that the home team's uniform color is not displayed.	First, the home team should be contacting the visiting team to discuss whether a color clash exists. However, the visiting team must also attempt to contact the home team and determine if a color conflict exists and how that conflict is expected to be resolved. Should either team have a problem contacting the other team, then they should contact the applicable SFL Club Representative.

Condition	Expected Actions
<p>1 A team shows up at the 2 game wearing a uniform 3 color that is different than 4 the one posted on the web 5 site.</p>	<ul style="list-style-type: none"> • If the uniform numbers agree with those shown on the SFL Team Roster, then no special actions are needed. • If the numbers do not agree because of a color clash, then the appropriate actions should have already been discussed at least the day before and both coaches understand what is appropriate. As noted elsewhere, if the alternate jerseys have numbers, the players wearing those numbers should match the SFL Team Roster where possible. • If this condition is caused by a team deciding to wear an alternate color jersey and not because of a color clash, then the uniform numbers must agree with the SFL Team Roster and any players whose number does not agree with the SFL Team Roster may not play without permission of the opposing coach.

6
7 Other situations may exist and the teams should contact the SFL if they have any questions.

8
9 **SPECIAL INFORMATION**
10 **ON THE SFL TEAM ROSTER**

11
12 Some SFL Team Rosters may contain comments relating the specific players. Each of these is discussed
13 below.

14
15 **Player Comments**

16
17 Some SFL Team Rosters may contain comments relating the specific players. Depending on the
18 comment, the player may not be able to play even if they are shown on the roster. The SFL comments
19 may include whether the player has been given a waiver to play in a certain age group and whether the
20 player is allowed to play on the team until an identified problem is resolved. The following is a
21 discussion of the items that may be shown on the SFL Team Roster in the Comments column.

- 22
23 • **Invalid Birth Date** – Players with invalid birth dates are not allowed to play. The code
24 **IBDMNP** (Invalid Birth Date – May Not Play) is used to identify these players. Reasons for
25 invalid birth dates include improper date formats and players whose birth date makes them too
26 old or too young to play in the SFL.
27
28 • **Waiver Needed** – Some players are shown as needing a waiver to play on the assigned team
29 based on age and whether the necessary waiver has been received. Three codes are used for this
30 condition – **AWGPMP** (Age Waiver Granted – Player May Play), **MWGPMP** (Medical Waiver
31 Granted – Player May Play), and **WRPMNP** (Waiver Required – Player May Not Play).
32
33 • **Player Name Error** – Some player names appear to have formatting problems or have missing
34 information. The code **NError** (Name Error) is used to show the names that need to be reviewed

1 and the necessary corrections made. The normal reasons that names show up in this category are
2 (1) only one name is provided and (2) a space is omitted between the first and last name, e.g.,
3 Smith,John (rather than Smith, John), JohnSmith (rather than John Smith), etc. Players showing
4 up with this condition are allowed to play.
5

- 6 • **Duplicate Player** – Players who are shown more than once on the same team or have been
7 identified as potentially playing for more than one team. The following codes are used in this
8 column – **DPSTMP** (Duplicate Player – Same Team – May Play) and **DPPMNP** (Duplicate
9 Player – Player May Not Play). The methodology used to identify potentially duplicate players
10 may incorrectly identify these players.¹ When that occurs, the SFL needs to be notified so that
11 the duplicate player flag can be removed. While duplicate players on the same team (DPSTMP)
12 do not need to be corrected before the player is allowed to play, they should be corrected before
13 the SFL Team Rosters are generated to avoid any confusion. Players coded as DPPMNP are not
14 allowed to play until the duplication is resolved by removing the player’s name from any other
15 teams so that the player’s name only appears on one team’s roster.
16
- 17 • **Uniform Errors** – Some players have uniform number issues. Two codes are used for this
18 column – **DUNMBC** (Duplicate Uniform Number – Must Be Corrected) and **No Number**.
19 When the duplicate uniform number is known (DUNMBC) it also is shown. Regardless of the
20 code, the player must be assigned a unique number for that team before they are allowed to play.
21 As noted elsewhere, players present for the game and shown on SFL Team Rosters as having
22 these uniform errors are not allowed to play in tournament games. Accordingly, the players must
23 leave the field or take other actions, such as replacing their uniform jersey with some other form
24 of clothing, so that there is no confusion on the players allowed to play.
25
- 26 • **Leading Zeros** – The system used to capture the player and uniform numbers treats uniform
27 numbers as a “number”, i.e., an integer. Accordingly, leading zeroes are eliminated, “07” is
28 shown as “7” on the SFL Team Roster. In some cases, as allowed by the SFL rules, some clubs
29 may use a leading zero to eliminate uniform number conflicts. For example, Player A wears a
30 uniform with the number “7” while Player B wears uniform number “07”. As long as the zero is
31 permanent, as defined elsewhere, then the **DUNMBC** comment is not considered as a limitation
32 on whether the player can (1) play in a tournament game when the SFL Team Roster shows the
33 leading zero in the Actual Number column of the SFL Team Roster, e.g. “07” when the SFL
34 Team Roster shows the uniform number as “7” and (2) play in regular season games without the
35 change being counted against the three (3) number change limit discussed elsewhere.
36

37 **ROSTER CHECKS AND ROSTER CHALLENGES**

38

39 Two types of roster validations may be performed – routine roster checks and roster challenges. Routine
40 roster checks only occur during the tournament and should eliminate the need for most roster challenges
41 during tournament games. Roster challenges are generally performed during the regular season games.

¹ For example, assume that twins with the names of Wendy Smith and Wendell Smith are shown on the roster. They would be flagged as potential duplicate players because they have similar names and the same birth date.

1 **Routine Roster Checks**

2

3 Routine roster checks apply to all tournament games and are designed to address many of the problems
4 that have been experienced during the tournaments relating to rosters. As discussed elsewhere, if a team
5 does not have a SFL Team Roster, then that team forfeits the game. Experience has shown that some
6 coaches may want to have a roster challenge after the game starts because of players that arrive at the
7 game after it has started. While the SFL expects these challenges to be rare, they are allowed.

8

9 Before each tournament game, the referees are expected to check the players for each team against the
10 SFL Team Roster. The process used is the same as the roster challenge process discussed below, e.g.,
11 the players line up by uniform number and state name and birth date when the referee calls their number.
12 Since players without numbers or duplicate numbers on the SFL Team Roster are ineligible to play, they
13 should not be included in the line up and must leave the field or remove their jersey to avoid any
14 confusion with the players that are allowed to play. If a player states an incorrect name or birth date,
15 then that player is not allowed to play unless the opposing coach agrees to let the player play. (See
16 discussion elsewhere on uniform number issues.) By this time in the season, the coach and club have
17 had adequate time to ensure that the player information (uniform number, name, and birth date) on the
18 roster is accurate. For example, as noted elsewhere, the SFL recommends that a coach perform their
19 own roster check to make sure that the club does not have an incorrect name, birth date, or uniform
20 number on their SFL Team Roster to avoid any problems when roster checks are performed.

21

22 Since the rosters for both teams have been checked before the game and uniform number issues have
23 been addressed, the number of roster challenges during the tournament should be reduced significantly.
24 However, based on past experience, it is reasonable to expect that some coaches will still want to
25 perform a roster challenge after the game has started, e.g., some players may show up after the game has
26 started and the coach has some reason to question whether those players are on the other team's SFL
27 Team Roster. In such cases, the coach may ask the referee to perform a roster check of those players at
28 halftime. However, before approaching the referee the coach should have some reason to suspect that a
29 roster challenge is needed, e.g., the total number of players on the opposing team's sideline is greater
30 than the number of players on the SFL Team Roster, two players with the same number are on the field
31 or sideline, etc. A team simply having players show up after the game starts is generally not a sufficient
32 reason to request a roster challenge.

33

34 **Roster Challenges**

35

36 The SFL does not expect that roster challenges will become a common practice and the number of
37 challenges will be monitored. If a coach appears to abuse this policy, then the appropriate SFL Club
38 Representative will be notified and appropriate disciplinary action suggested. Before a game is played,
39 the coach of one team may challenge the roster of the other team through the official present. The coach
40 must state which players the coach would like the official to check. The coach may also dispute a player
41 that arrives AFTER the game has started or when that coach has some reason to question a player on the
42 field. However, this challenge should be made at half time and must be made before the second half
43 starts unless the player arrives after the second half starts. Unless otherwise directed by an SFL official,
44 the game shall be played in its entirety with the SFL making a decision on whether a forfeit or other
45 penalty will be assessed being determined after the game has been completed. Roster challenges will be
46 conducted through the official present using the following process.

- 1
- 2 • Each team shall provide a copy of the SFL Team Roster to the official performing the roster
- 3 check. The players line up by uniform number and each player is required to state their name and
- 4 date of birth when the official calls their number. They will also be required to sign their name
- 5 on a blank piece of paper if required by the official. If the birth date or name stated by the player
- 6 (1) is not provided or (2) does not agree with the information on the SFL Team Roster, then that
- 7 player is considered ineligible to play in that game unless (1) the opposing coach waives the
- 8 suspension or (2) a SFL official waives the suspension. Uniform numbers that do not match are
- 9 discussed elsewhere in this document.
- 10
- 11 • Coaches should ensure that their players understand the information that will be requested by the
- 12 official conducting the review. However, the coach may not tell a player how to answer the
- 13 questions, e.g., the coach may not tell the player the birth date that should be provided. Any
- 14 instructions provided by the coach to the team concerning how the process works should be made
- 15 in the presence of the official conducting the review.
- 16
- 17 • A report on the results of the roster challenge must be submitted to the SFL by both coaches for
- 18 review by the SFL. The report shall include (1) team making the challenge, (2) game reference
- 19 number, (3) game date, (4) game field, (5) result of the challenge, (6) why the roster challenge
- 20 was requested, and (7) the details associated any discrepancies. If no discrepancies were noted,
- 21 then this should also be noted. The SFL Age Group Commissioner will review these reports and,
- 22 if necessary, request the applicable SFL Club Representative to review the matter and provide
- 23 any additional information that may be needed. Based on the reports received, the SFL Age
- 24 Group Commissioner will make a decision on the appropriate penalties that should be applied.
- 25

26 If a coach is found guilty of using players not assigned to the team, then (1) the team will be assessed a

27 forfeit if any portion of a game has been played, (2) the coach and team will be penalized in accordance

28 with the penalties specified in the rules, and (3) the SFL Club Representative will be notified with a

29 recommendation of censure. Repeat offenses may result in the team being suspended from future SFL

30 games.

31

32 **Suggestion**

33

34 Each club is required to have a process that validates the player's birth date when that player joins the

35 club and this is the date that is expected to be used on the Master Player Roster. However, we have

36 found problems in the systems used by the clubs that allow incorrect information to be shown in their

37 systems. We have also found cases where the players are unfamiliar with the roster challenge process

38 and feel intimidated by the process. Accordingly, the SFL encourages coaches to go through a roster

39 challenge with their teams. The coach can act as the official and ask each player their name and birth

40 date. If the coach identifies any discrepancy then the coach should immediately contact their SFL Club

41 Representative and take the necessary actions to correct the identified problem so that a new SFL Team

42 Roster can be obtained.

43

1 **CORRECTING INFORMATION**
2 **ON THE SFL TEAM ROSTER**

3
4 The information on the SFL Team Roster is generated from the Master Player Roster submitted by the
5 SFL Club Representative and any errors that need to be corrected are done using a revised Master Player
6 Roster. Before the SFL Team Rosters are generated, the SFL provides the SFL Club Representative a
7 listing that contains any problems identified with the data in the Master Player Roster so that these can
8 be corrected prior to the SFL Team Roster being given to the coach by the SFL Club Representative.
9 Accordingly, if a SFL Team Roster shows a number of errors, then the problem is that the club did not
10 address those problems prior to the SFL Team Rosters being generated. **The SFL does not deal with**
11 **coaches on SFL Team Roster issues. If a coach needs a SFL Team Roster or needs corrections**
12 **made to the SFL Team Roster, then the coach should contact their SFL Club Representative.**
13

14 **SFL TEAM ROSTER PREPARATION**
15 **PROCESS AND TIME FRAMES**

16
17 The process of generating SFL Team Rosters is time consuming for the SFL and the clubs. It is critical
18 that the clubs develop adequate internal processes to reduce the burden on both parties. The SFL
19 recognizes that some of the information, such as the uniform number, on the Master Player Roster may
20 need to be provided by the coach and that changes may need to be made to the SFL Team Roster during the
21 season. The SFL also recognizes that sometimes players need to be added just before the season starts or
22 even after the season begins. The SFL is committed to providing reasonable support to processing
23 changes and providing revised SFL Team Rosters to the club. However, clubs should not expect to send
24 an Email to the SFL on Friday and have an updated SFL Team Roster for Saturday's game. **Also, the**
25 **SFL will not provide Team Rosters directly to the teams.** Electronic SFL Team Roster files are
26 provided to the SFL Club Representative and the coaches may obtain additional copies from their SFL
27 Club Representative. The following describes the expected process and time frames.
28

- 29 • The SFL Club Representative provides the Master Player Roster for review. The SFL will
30 review the data and provide an Excel spread sheet back, commonly referred to as the Master
31 Player Roster Summary. This spread sheet shows any potential problems identified by the SFL.
32 The Procedures and Processes – Master Player Roster Summary provides additional information
33 on this process and the Excel spread sheet also has an Instruction work sheet that includes
34 specific steps that can be taken to correct the identified problems.
35
- 36 ▶ The initial Master Player Roster is due to the SFL on March 15 for the Spring season and
37 August 15 for the Fall season. Uniform numbers are not required for these rosters and any
38 uniform numbers issues identified may be disregarded.
39
- 40 • On the Wednesday preceding the first game week, the SFL will generate the SFL Team Rosters
41 for each club. These are placed in the club's Dropbox folder and the SFL Club Representative
42 then distributes them to their coaches.
43
- 44 • During the season, the SFL Club Representative may submit a revised Master Player Roster and
45 request changes to the SFL Team Roster once each week prior to the week 5 games being played.
46 These submissions must be received by the SFL by before 6:00 PM on Wednesday. The SFL

1 will generate the applicable SFL Team Rosters by Friday at 9:00 PM. These are placed in the
2 club's Dropbox folder and the SFL Club Representative then distributes them to their coaches.
3 **The SFL will not send copies to the affected coaches.**
4

5 Promptly addressing the problems identified by the SFL on the Master Player Roster Summary will
6 greatly reduce the potential for coaches receiving SFL Team Rosters with significant problems that
7 adversely affect their teams or teams not receiving SFL Team Rosters in a timely manner. History has
8 shown that the clubs that wait until the last minute to provide the SFL required information are the clubs
9 that experience significant problems and delays. Furthermore, as noted elsewhere, some roster issues,
10 such as uniform number problems, can automatically prevent players from participating in tournament
11 games.
12

13 **GAME OFFICIAL FAILURES TO ENFORCE**
14 **SFL TEAM ROSTER REQUIREMENTS**
15 **DURING TOURNAMENT GAMES**
16

17 History has shown that game officials may not (1) automatically declare a forfeit when a team does not
18 have a paper copy of the SFL Team Roster, (2) perform a roster check when requested by a coach, or (3)
19 allow players are on the field whose number does not agree with roster, wears a uniform number that
20 duplicates the number of another player, etc. that is not allowed unless the opposing coach agrees. In
21 such cases, the coach should call the SFL from the field at game time and obtain guidance on what
22 should be done. If the coach does not make this call or contacts the SFL after the game has been
23 completed, then no protest may be made and the game results will stand. If the SFL guidance received
24 provided in response to this game time phone call is not followed by the referee, then the coach is
25 required to make a second phone call to the SFL stating that the game official will not follow the SFL
26 guidance and the SFL will declare a forfeit at that time.
27
28

SFL Team Roster Highlights**SFL Team Roster Form**

- The SFL Team Roster is the only acceptable roster for a team. If a question arises on whether the form was produced by the SFL, then a scanned copy may be sent to the SFL for validation.
- Each coach must have a **paper copy** of the SFL Team Roster available to (1) exchange with the opposing team before the start of each game and (2) provide to the game official upon request. It is a good idea to give others on the team copies in case the coach is delayed getting to the game.

Roster Forfeits

- If a coach does not have a roster available to provide to the other team for a regular season game, then the opposing team may declare a forfeit with the players leaving the field, i.e., no scrimmages. If the opposing coach agrees to play the game, then a forfeit cannot be claimed at a later date. All other roster forfeits are decided by the SFL normally after the game is played. Failure to have a SFL Team Roster in the tournament is an automatic forfeit.

Routine Roster Checks

- The referee is expected to perform a roster check on both teams before each tournament game using the process outlined for roster challenges. Players with uniform number problems on the SFL Team Rosters, (e.g., missing numbers or duplicate uniform numbers) are automatically ineligible to play and, if present, must leave the field or take other actions, such as replacing their uniform jersey with some other form of clothing, so that there is no confusion on the players allowed to play. (See discussion on uniform numbers with leading zeros discussed above.)

Roster Challenges

- If a coach believes that the players on the field are not the same ones on the roster, then a roster challenge may be performed. Roster challenges are normally made before the game begins, however, they may also be made at halftime when new players show up after the game starts.
 - ▶ Referee is provided the SFL Team Roster and each player states their name and birth date.
 - ▶ Players whose names or birth dates do not agree with SFL Team Roster may not play.
 - ▶ Results of roster check are provided to the SFL when reporting the game score.

1 Player Limitations

2

3 • The SFL Team Roster clearly shows (1) players allowed to play and (2) any limitations to the
4 player's participation, e.g., uniform number must be changed, etc. (See discussion elsewhere on
5 leading zeros.) During the tournament, players identified on the SFL Team Roster as having
6 uniform number issues are automatically not allowed to play unless the opposing coach agrees.
7 Any player not allowed to play but showing up for the game must leave the field or take other
8 actions, such as replacing their uniform jersey with some other form of clothing, so that there is
9 no confusion on the players allowed to play.

10

11 • The coach is primarily responsible for ensuring that any limitations are removed from the roster.
12 For example, if the uniform number is missing or a duplicate, then the coach should take the
13 actions required by the club to correct the problem. The correction is then noted on Master
14 Player Roster by the SFL Club Representative who submits the changes to the SFL. A new SFL
15 Team Roster is then generated for the team and provided to the SFL Club Representative who
16 distributes it to the team.

17

18 Accuracy of Data on the SFL Team Roster

19

20 • The coach is a critical check on the accuracy of the data on the SFL Team Roster. The SFL has
21 also found cases where the players are unfamiliar with the roster challenge process and feel
22 intimidated by the process. Accordingly, the SFL encourages coaches to go through a roster
23 challenge with their teams. The coach can act as the official and ask each player their name and
24 birth date. If the coach identifies any discrepancy then the coach should immediately contact
25 their SFL Club Representative and take the necessary actions to correct the identified problem.

26

27 Uniform Numbers

28

29 • The coach is primarily responsible for making sure that the uniform numbers shown on the SFL
30 Team Roster accurately represent those worn by the players. Accordingly, coaches should check
31 each player before the game begins to make sure that the uniform number being worn by a player
32 agrees with the SFL Team Roster.

33

34 • The SFL understands that sometimes players with the wrong jersey show up at the game with the
35 wrong number. Coaches are allowed to note on the SFL Team Roster up to 3 game day changes
36 during regular season games. However, no uniform number changes are allowed during
37 tournament games. Accordingly, the coaches should make it clear to their players and parents the
38 importance of the players wearing the uniform number shown on the SFL Team Roster for
39 tournament games.

40

41 ▶ If more than 3 changes are shown on the SFL Team Roster for regular season games after
42 week one, the opposing coach must agree to allow all of the changes. If the opposing coach
43 does not agree, then only three (3) of the players may play which may cause the team to
44 forfeit.

ATTACHMENT I

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- Forfeits are not generally awarded for uniform number issues. If a questions arises because of a uniform number issue, then the roster challenge process is used to resolve those issues.