



OSSL Frequently Asked Questions

1. My team wants to play in MRL; do I have to play in OSSL first?

Teams wanting to play in MRL must pre-qualify by playing OSSL the year prior.

2. My team has been accepted in MRL; do I have to play in OSSL?

Teams accepted into MRL Premier 2 and MRL First Division must play in OSSL. Only teams participating in the MRL Premier 1 or National League are exempt from playing in OSSL.

3. My team is applying for MRL and has a chance of being accepted in MRL Premier 1. Should I still apply to OSSL?

Teams looking to be accepted in the MRL Premier 1 Division should still apply to OSSL in the event the team is not placed in MRL Premier 1. If a team is accepted in MRL Premier 1, they will be permitted to decline the OSSL spot without penalty. Teams remaining in MRL Premier 1 from the previous season do not need to apply to OSSL unless they want to play in OSSL.

4. How are teams promoted and relegated within OSSL, MRL, and National League?

A document defining the “Promotion and Relegation Paths within OSSL-MRL-NL” can be found on the OSSL website.

5. Does OSSL allow trapped players to play in the U14 age division?

OSSL does not allow trapped players to play in the U14 age division. All players per team must be age appropriate. Players may play up in age groups but not the reverse.

6. How do I go about applying for my risk management certificate?

For competitive coaches, risk management has to be completed every year.

To apply for risk management:

- Go to the OSYSA website and click on Forms & Resources and then Risk Management. Click on the link that says: How do I **complete** my risk management application?
- If nothing is flagged in the system (even a speeding ticket will flag it) you should be able to get your status within a half an hour.

To check your risk management status:

- Go to the OSYSA website and click on Forms & Resources and then Risk Management. Click the link that says: How do I **check** my risk management status?
- After logging in, click “Print Documents” under your name to print your certificate.

7. What are Jen’s office hours and who do I contact when she is not in the office?

Jen’s office hours are Tuesday – Thursdays 9am – 2pm. For assistance on days or times she is not in the office, call the OSYSA office at 576-9555 or email Pam (pam@osysa.com) or Gina at (gina@osysa.com).

8. Who is responsible for securing the field and referees for OSSL games?

The home team is responsible for securing the field (at their cost) and contacting the OSSL referee assignor to secure referees for OSSL games. The home and away status for OSSL games along with the referee assignor contact information is on the OSSL website under the heading “Team Contacts, Game Schedules, and Black Out Dates”.

9. How do I know if referees have been assigned for my OSSL game?

The home team should receive an email from the referee assignor confirming that referees have been assigned for the game. Either team can check the referee system to confirm referees have been assigned. Instructions on how to check the system can be found on the OSSL website under the heading “Scheduling and Game Day Forms”.

10. What happens if the home team forgets to assign the referees and both teams show up at the field?

The home team is fined \$500 and forfeits the game.

11. Can I reschedule my OSSL game which has been entered in the OSSL system?

Games can be rescheduled due to inclement weather per Rule 5.12 (see OSYSA Policy on Weather) and for instances approved by OSSL, see below. Games may also be rescheduled in cases where two teams playing each other in a tournament have a previously scheduled OSSL game against each other. Teams must follow Rule 5.10l or 5.10m in these cases and submit the Tournament Form to OSSL for preapproval before the game can be rescheduled. In instances where games are rescheduled due to weather or tournament play as noted above, the home team AND organization canceling the fields must notify the Referee Assignor and OSSL within 24 hours. The home team is responsible for submitting new game logistics to OSSL within 5 days of the cancelled game. Furthermore, the rescheduled game must take place by the end of the season.

If a game is postponed without the opponent’s approval, the game will be treated as a forfeit against the team requesting the change.

In instances where both teams agree to change a game date finalized in the OSYSA system the following must occur:

1. The team requesting the change must contact the OSSL office for reschedule approval and pay a \$50 reschedule fee by credit card. Approval will not be granted for requests within 48 hours of the scheduled game.
2. For a game postponed within three days of the scheduled date, the team requesting the reschedule must pay referee fees. Fees must be paid by credit card and only for referees assigned to the game at the time of the request.
3. The team requesting the change must provide the new date, time, and location of the rescheduled game. OSSL will then update the online schedule. Teams are not allowed to update the new game information in the online schedule.

Per the Referee Scheduling Policy, if the rescheduled game date is three to six days from the time of request, the team requesting the change must pay any applicable referee scheduling fees by credit card to OSSL.

- a. Six days prior to game: \$25
- b. Five days prior to game: \$50

- c. Four days prior to game: \$75
 - d. Three days prior to game: \$100
4. The team requesting the change must notify the referee assignor of the rescheduled game logistics.

Teams and host organizations will be held responsible for OSSL rules compliance in these situations. If the above rules are determined to have not been followed, OSSL game forfeiture and fines may be enforced.

12. Can I reschedule my OSSL game because I will be playing my opponent in a USYSA sanctioned tournament?

- Teams may reschedule a game due to tournament play only after they fill out and submit to OSSL a Tournament Form PRIOR to the game. The form can be found on the OSSL website under the heading “Scheduling and Game Day Forms”.
- The form requires the Tournament Director’s and Tournament Referee Coordinator’s signatures, as well as, both teams’ coach or administrator signatures. By signing the form, the tournament agrees to follow OSSL Rules concerning the number of active players per game, guest players, substitution rules, and match length.
- Teams need to have the OSSL stamped Tournament Form and OSSL lineup game card signed by the referee at the game.

13. How much are referee fees?

Referee fees can be found on the OSSL website under the heading “Team Contacts, Game Schedules, and Black Out Dates”.

14. How do I enter the game score in the Affinity system?

Teams no longer enter scores in the Affinity system. Teams email or mail the lineup game card signed by the referee to OSSL and the score will be updated once the card is received in the office.

15. Does every coach on an OSSL team roster have to have a “D” license?

Only one coach on a team’s OSSL roster must hold at the minimum a US Soccer “D” Coaching License or NSCAA National Diploma. The coach meeting this requirement must be rostered on the team at the time of OSSL carding.

16. My team has two uniforms. Does the OSSL patch have to be attached to each uniform?

The OSSL patch only needs to be attached to one uniform. It can be attached to either the uniform shirt or shorts. The exact location of the patch is up to the team but needs to be consistent among all players. Additional patches can be purchased for \$1 per patch.

Patches can be ironed and/or stitched on. The patch manufacturer suggests adding a few stitches even if the patches are ironed on.

Ironing Instructions

1. Garment should be clean and freshly laundered (including new items).
2. Set iron to “Cotton” 400 degrees for five minutes.
3. Thoroughly iron area of garment where patch will be placed.
4. Place patch on garment, embroidery facing up.

5. Place cloth or light towel over patch and using a slow circular motion, press firmly for 30 seconds.
6. Turn garment inside out and iron the back to the patch for 30 seconds.
7. Let cool for one minute. If edge of patch can be lifter, repeat step 6.

17. Do I need to bring a lineup game card to a game when I am listed as the “away” team?

Each team is responsible to bring a completed OSSL Lineup Game Card to each game. Lineup Game Cards will be printed from the team’s online account and are available 4 days prior to the game. The Lineup Game Card will list all of the players who are registered on the team. Both team’s information will be printed on the Lineup Game Card. Instructions on how to print the lineup game card can be found on the OSSL website under the heading “Scheduling and Game Day Forms”.

Each team must identify the players not playing in the game by placing “NP” next to the player’s name. Club pass players playing in the game should be written on the lineup game card and have “CP” written next to their name.

18. What is the process to add guest players (club pass) for a game?

Club Pass (formerly Guest) players must come from within your club. Only players that hold a current US Youth Soccer member pass may be club pass (formerly “guest”) for a team within the same US Youth Soccer affiliated club.

- In order for a Club Pass (formerly Guest) player to be eligible, a properly completed OSSL Club Pass Player Roster form must be filed with the OSSL office no later than 24 hours prior to the first OSSL game that such player participates.
 - i. Send to Jen Tuesdays-Thursdays 9am-2pm by email (jschuppe@osysa.com) or fax (513-576-1666). Send to Pam or Gina on Mondays and Fridays 9am-5pm by email (pam@osysa.com, gina@osysa.com) or fax (513-576-1666). **If submitting after 12pm on Friday, please call the office to verify if they will have time to approve it.**
 - ii. **Club pass rosters will not be approved after 5pm on Fridays or on the weekend.**
- An authorized official from the Ohio South Youth Soccer Association must authorize the validity of the OSSL Club Pass Player Roster each and every time a change is made to the Club Pass Player Roster.
- Teams may add Club Pass players to their Club Pass Player Roster throughout the course of the OSSL season provided that the total number of Club Pass payers does not exceed the maximum allowed.
- Teams may not replace Club Pass players once they are placed/added to an OSSL Club Pass Player Roster Form and filed with the OSSL except if such change is done prior to a team playing its first OSSL game this season.
- At no time may a player be on a Team Roster or Club Pass (Guest Player) Roster for more than one team within the same age group.

19. I need to transfer, delete, and add players to my OSSL roster. How do I update the system?

After a team’s initial carding, only OSSL can access a team’s roster and make changes in the Affinity system. Teams email paperwork to OSSL to be processed. Instructions detailing the necessary paperwork can be found on the OSSL website.

20. My club has two teams in the same OSSL age division. Can a player on one team guest play for the other team in the same age division?

At no time may a player be on a Team Roster or Club Pass (Guest Player) Roster for more than one team within the same age group.

21. Can I count my MRL game as an OSSL game?

MRL games may be counted as OSSL games upon the agreement of both coaches and with the following conditions:

- a. MRL referees are used for the game.
- b. Teams fill out both MRL and OSSL paperwork.
- c. Club pass players are approved on both OSSL and MRL club pass rosters and are limited to OSSL Rule 3.03 Maximum Roster Size.
- d. The head referee signs the OSSL lineup game cards.
- e. The home team submits the OSSL lineup cards to OSSL.