



Valley United Soccer League

# League Handbook

For Coaches and Managers

2025

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# League Contacts

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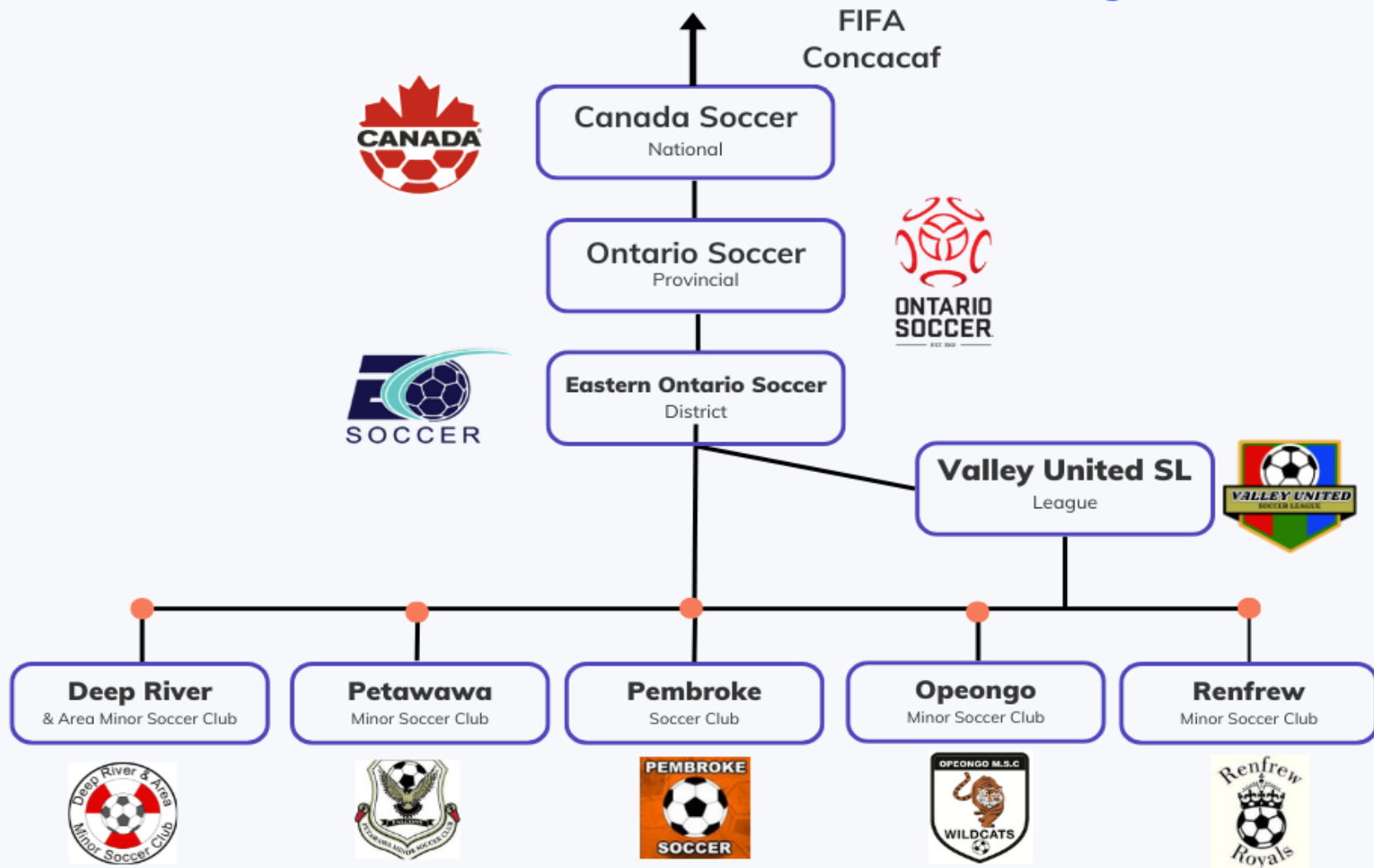
**Referee Scheduler**

Kylie Smith

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## Organizational Chart

# Soccer Hierarchy



# Rules and Regulations

Every league has a set of Rules and Regulations (hereafter Rules & Regs) it has carefully created and follows. VUSL is no exception. It is your responsibility to be familiar with them. They can be found on our website at [vusl.ca/rules-regulations](https://vusl.ca/rules-regulations). As in life, ignorance of the law is not an excuse.

The following sections will highlight specific areas that are new or tend to be areas coaches overlook.

## Section 9

Be familiar with this section as it pertains directly to the responsibilities of Team Officials. In particular, be aware of 9.4 – 9.8.

### Fines (New in 2025)

Fines have long been referenced in the Rules & Regs, but none existed. After much consideration, a fees and fines schedule has been created ([vusl.ca/schedule-of-fees-fines](https://vusl.ca/schedule-of-fees-fines)). Clubs, parents, and coaches will be granted a grace period of two weeks from the start of the season to make sure their game sheets are in order and properly prepared.

Fines will be assessed against the relevant club. It is at the discretion of each club to determine if they will try to recover the expense from individuals.

Common errors to be aware of include, but are not limited to:

- Failure to properly fill out a game sheet, including SEOS numbers, indicate a suspended player, signatures of all team officials present, etc. (\$25)
- Failure to provide a game sheet (\$25)
- Forfeiting a game (\$50)
- Failure to provide 3 weeks' notice of non-participation of a Cup Day (\$50)

## Discipline

VUSL is authorized to handle all discipline issues relating to the game. Fees and fines will be in accordance with those found in Section 12, Procedure 9 of the current Ontario Soccer Operational Procedures.

All issues relating to administration (registration, coaches, players, etc.) and match official assault will be forwarded to the district.

### Mercy Rule (Updated for 2025)

There is no longer a mercy rule. To discourage running up the score simply for the sake of embarrassing the other team or increasing the goal differential instead of focusing on sportsmanship and technical development, the Season Standings tiebreaker rule has been changed.

### Season Standings (Updated for 2025)

Goal differentials or most goals for will no longer be used as tiebreakers if two or more teams are tied for points at the end of the season. Instead,

1. The tiebreaker will be determined based on the teams' season record against each other.

2. If a tie still exists, a game will be played between the tied teams.

Please consult Section 22 of the Rules & Regs for more information.

## Rescheduling (Updated for 2025)

Coaches are responsible for working together to find a suitable date to reschedule a game.

Teams are allowed to reschedule a maximum of two games for specific reasons. Official notice must be given to the League no later than the originally scheduled games.

Please consult Section 14 of the Rules & Regs for detailed instructions.

## Player ID Checks

Coaches should exchange TRRs (Team Roster Reports) prior to the game starting to ensure player eligibility. If there is any question regarding eligibility once the game begins and no protest has been made to the center referee, any complaint will be ignored.

Appendix B outlines the Player ID process.

## Protests

Protests must be brought to the centre referee before the start of the game. This includes any concerns about the state of the field. The centre referee is to make note of the protest and the game will continue except in cases where the referee deems the field unsafe. Anyone wishing to follow-up with a formal protest must follow the procedure in Section 25. A Protest Form can be found on our website.

## Failure to Appear (Updated for 2025)

A separate section for Grassroots (U10 & U12) has been added to address the unspoken but long-held understanding of how to proceed when a team does not have enough players to play the game.

## Grassroots Game Sheets (Updated for 2025)

U10 and U12 will now print and bring two game sheets to games and give them to the referee. Any official comments by the referee will be recorded on both copies. One copy will be returned to you. Please keep these should you need to consult them for any reason.

## Technical Area and Spectators

VUSL adopted the use of the technical area in 2024. Information regarding it is in the Rules & Regs as well as a field layout on the last page. Coaches and players are to remain in their own technical area except when subbing on or off. Additionally, only **one** team official may be giving directions to the on-field players at any given time.

Of note, the field layout shows that spectators are to be located across the field from the players' benches. Coaches are responsible for enforcing this. Many incidents can often be avoided if the spectators remain in their own area and are not near the teams.

## Retreat Line (U10 only)

In a small-sided game, the retreat line is 2/3 of the field back from the edge of the penalty box. This is an imaginary line. Please help Small-sided referees enforce this rule by placing discs, cones, or other markers on the sidelines to help the players visualize where they need to be.

# Equipment

## Pinnies (New)

Pinnies or bibs must be worn by all players not on the pitch. This will help the referee see quickly who should be on the pitch and who shouldn't. When players sub in, they should give their pinnie to a player who is coming off the field.

## Captains' Armbands (New)

One player on each team should be chosen at each game to be the Captain. Teams will be provided with a Captains' armband to identify this person. This is in alignment with new FIFA rules.

Captains are responsible for participating in the coin toss. They are also the point of contact with the referee. This responsibility may be more suitable as players get older. The role of captain is a good opportunity to teach leadership and provide confidence in players.

## Green Armbands (New)

Referees aged 17 and younger will be identified by a neon green armband. This is a clear visual reminder that most of our referees are minors and still are learning the game and how to officiate it. VUSL will not tolerate any abuse, either verbally or physically, directed at our referees whether by players, team officials, or spectators. Match official assault is a very serious offense which is handled directly by the district.

Team officials and clubs are responsible for their spectators. Referees are not permitted to speak with spectators, so if a referee speaks to you about any issues, you are responsible to address it with the spectator. If unacceptable behavior continues by anyone after warnings have been conveyed, referees are authorized to abandon games and submit an incident report.

While referees may not engage spectators, they are allowed to caution and dismiss team officials. Referees will be reminded that they have this authority and the support of the league to follow through on it, but to also be mindful of not abusing that authority and to use it judiciously. Again, most of the refs are children and the league is focused on players and referees alike learning skills that will carry through into adulthood and make them wiser, stronger, and more confident.

## Garrett's Legacy Act, 2024

In 2017 Garrett Mills of Napanee was killed when an unsecured soccer post he was doing chin-ups on tilted and fell on top of him. Garrett's Legacy Act, 2024 is an Ontario law that requires all movable soccer nets be on a level surface and securely anchored. All movable nets used in VUSL are secured by their local clubs.

Despite being securely anchored, there is no reason whatsoever for anyone to hang on the crossbars or engage in tomfoolery around the nets. Please remind your teams that such behavior is expressly forbidden in the interest of their own safety. If they are caught doing so and are told to stop by anyone, they are to do so immediately.

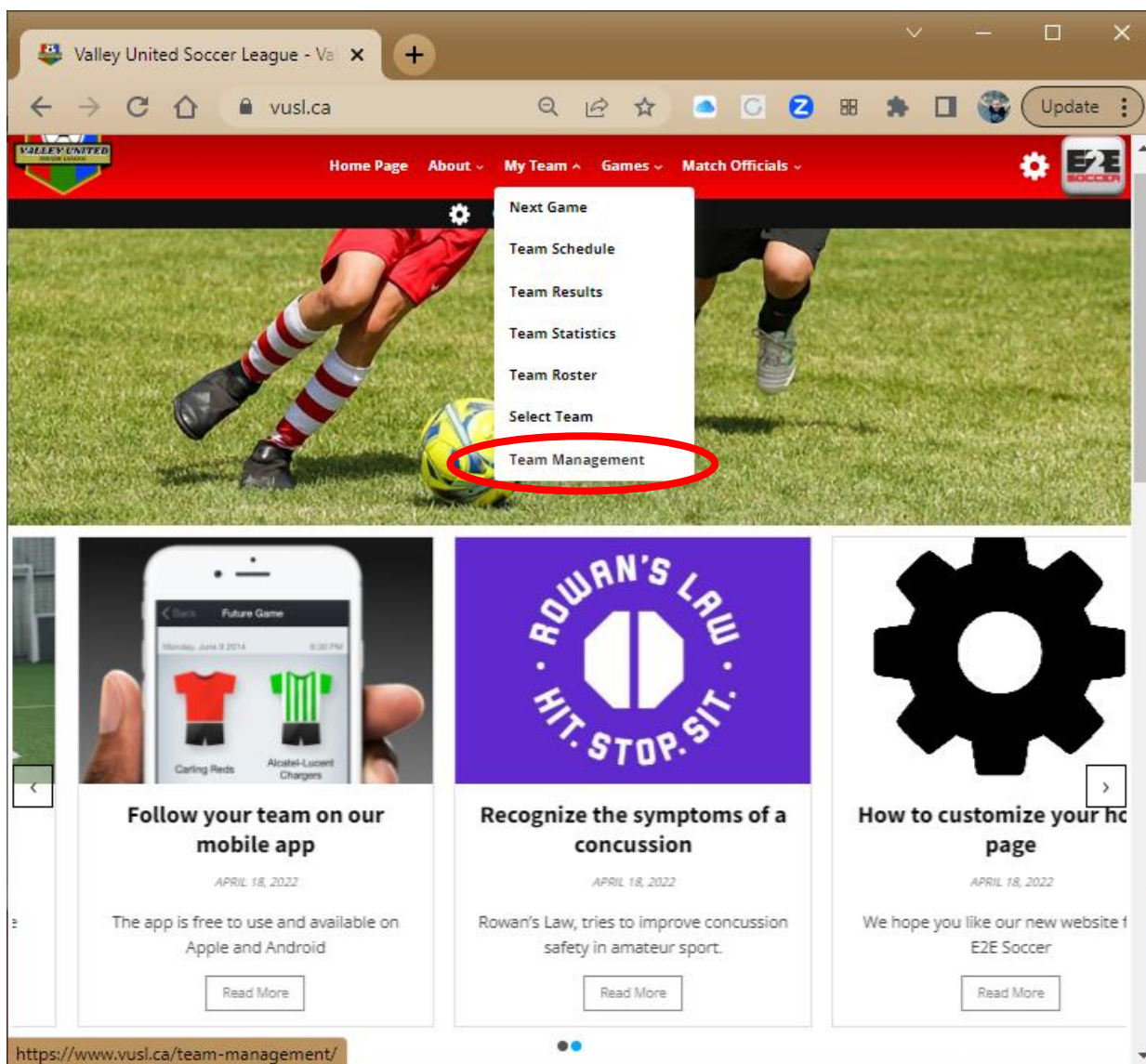
# Using E2E

## Team Management Account Set-up

E2E is our league management software. It is the administrative hub of VUSL. In it you create your game sheets, request call-ups (where permitted), and submit game reports. Here you are also able to view your team's schedule and any disciplinary action taken against players or team officials.

1

To access your team in E2E, go to [vusl.ca](http://vusl.ca). Under “My Team,” click on “Team Management.”



2

- Enter the code provided to you.
- Choose your club from the dropdown list.
- Then click the Activate button.
- Note the password is case sensitive

## Team Management

If you have a team management account please log in below

Email address

Enter email



Password

Password

Login

☐ Remember me

[Forgot your password?](#)

If you don't have a team management account you can create one below with the activation code provided to you.

Activation code

Enter activation code

Select your club

Deep River AMSC

Deep River AMSC

Opeongo MSC

Pembroke SC

Petawawa MSC

Renfrew MSC

Test Club



ted Soccer League

ent@vusl.ca

-7787

- Make sure that you select the **correct team**.
- 3
- Fill in the rest of the page and click the 'Activate Account' button.
  - Make a note of the email address and password that you used as you will need that to log in upon future site visits. You must use a different password for each team you are part of.

## Team Management

Team

TC M2010 VUSL - U15B

Position

Team Head Coach

First Name

Freddie

Last Name

Mercury

Email address

freddie@vusl.ca

Phone Number

Registration # *(Leave blank if unknown)*

SEOS12345678

NCCP # *(Leave blank if unknown or not applicable)*

Password

.....

Retype password

.....

Activate Account


You will now be taken to the Team Management module.

There are 4 tabs in this module:

4



- Games
- Set Up
- Contact
- Help

Click on a tab to move around the module.





## Valley United Soccer League


[Home Page](#) [About ▾](#) [My Team ▾](#) [Games ▾](#) [Match Officials ▾](#) [My Club ▾](#)





# Team Management

### TC M2010 VUSL

 **GAMES**

 **SET UP**

 **CONTACT**


 **HELP**

Primary shirt color:

Select a shirt colour

Primary shorts color:


Select a short colour



Update Uniform



5

Click on the 3 bars to see the tools within each menu. Take a look around.








# Valley United Soccer League


[Home Page](#) [About ▾](#) [My Team ▾](#) [Games ▾](#) [Match Officials ▾](#) [My Club ▾](#)





## Team Management


### FC M2010 VUSL


 GAMES SET UP CONTACT HELP


 Uniform


 Roster

 Privacy

 My Account

 My Certification


 Logout



Update Uniform

## Set up Team Colours



- Start by setting the uniforms for your team by entering the team colours in the drop-down menus.
- When you have finished click the 'Update uniform' button.
- A green message in the top right of the screen will tell you that the action was successful.
- It will be red if there is a problem.



# Valley United Soccer League


[Home Page](#) [About](#) [My Team](#) [Games](#) [Match Officials](#) [My Club](#)


✓ Your teams uniform has been updated





## Team Management


### TC M2010 VUSL



 GAMES

 SET UP

 CONTACT

 HELP


Primary shirt color:

Select a shirt colour

Primary shorts color:

Select a short colour

Update Uniform



## Game Sheets

Your team, roster, and all pertinent information, apart from jersey numbers, will be entered into E2E. Coaches or managers are responsible for entering jersey numbers. IT IS VERY IMPORTANT THAT THIS INFORMATION IS ACCURATE. The jersey number is how referees ID players for goals and cards. Should an incident occur, the league must be able to correctly identify who was involved.

If players need to trade jerseys or wear a spare because they forgot theirs, cross out the printed number and write in the correct number.






- Go to the **Games** tab. Select players and team officials who will be in attendance.
- Click the **Generate Game** sheet button and a game sheet will appear in a new window.
- Print out **two (2)** copies and bring them to the game.

**DO NOT** print the entire season at once at the beginning of the season. Events may change game numbers or player statuses. Game sheets should only be printed at most a day before a game.

---

## Team Management

### TC M2010 VUSL

|   |   |  |   |  |
|---|---|--|---|--|
|  |  GAMES |  SET UP |  CONTACT |  HELP |
|---|---|--|---|--|

To obtain a blank game sheet scroll to the bottom of the drop down list

☐ Show all club rosters

#### Select game

Blank game sheet

#### Players

- ☒ 2 - Brian MAY
- ☐ 4 - John DEACON
- ☒ 3 - Roger TAYLOR

#### Team Officials

- ☒ Freddie Mercury

#### Suspended

None

Generate Gamesheet



## Valley United Soccer League

Game Sheet For:  
**TC M2010 VUSL**

Date:  
Game #:  
Div.:  
Field:  
K.O.:

Players' names, jerseys, year of birth and SEOS numbers will populate automatically if they were selected on the previous screen.

[illegible]

**All team officials** in attendance **must** be listed along with their SEOS numbers. All **must** sign their attendance. The head coach **initials** verification of registration.

Any suspended players' names will appear here.

Player ID **must** be checked before games begin. If there are any concerns or protests, they **must** be voiced to the center referee before the game begins. The game will proceed, but it is the referee's duty to relay the information to the league. Any protests not reported before the game will not be entertained.

Any player or team official not in attendance **must** have their name crossed out. This is the official record of who was at the game.

**Game reports must be entered within 24 hours. If a report is not received within 5 days, a fine will be levied.**

## Call Ups

Call ups may only be done in U13 and higher. They are not permitted by Canada Soccer and Ontario Soccer in U12 and below.


Call ups are allowed only to bring a team to the minimum number of players needed to play the game (in 11v11, this number is 7). A callup may come from a team one division below or the same division provided the player's own team does not have a concurrent game. A boys' team may call up from a girls' team, but in complying with OS Published Rules, a girls' team may not call up from a boys' team.

A team may call up the same player only twice.


- Go to Games/Call Ups.
- You can view the existing call ups.
- To add a Call Up Permit click on the tab.
- You will be able to choose from a list of players. Make sure they are eligible according to the above rules.
- Hitting "Submit Call Up Request" will send it to your club's administration.
- Once your call up has been approved, **you must print out the approved Permit and attach it to your**

## Team Management


### TC M2010 VUSL




GAMES




SET UP




CONTACT




HELP



Existing Call Up Permits



Add Call Up Permit



Help

Step 1 - Select game

#1 - May 19 (TC U15B vs DRAMSC U15B)

Step 2 - Select player(s)

Show  entries

Search: 

TC

|                                     | First Name | Last Name | Team                   | Reg #      | # Call Ups |
|-------------------------------------|------------|-----------|------------------------|------------|------------|
| <input checked="" type="checkbox"/> | Adam       | LAMBERT   | TC M2010 VUSL Wannabes | SEOS123456 | 0          |

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Previous

1

Next

Submit Call Up Request

# Team Management

TC M2010 VUSL

GAMES

SET UP

CONTACT

HELP

Existing Call Up Permits

Add Call Up Permit

The following are your team's call up permits. You may cancel a permit only before you have submitted a game report. Please contact the league office if you need to cancel a permit after you have submitted a game report.

Show  entries

Search:

| Name         | Game # | Game Date  | Status   |                        |
|--------------|--------|------------|----------|------------------------|
| Adam LAMBERT | 1      | 2025-05-19 | Approved | <div>View Permit</div> |

Showing 1 to 1 of 1 entries

Previous

1

Next

# Team Management

TC M2010 VUSL

GAMES

SET UP

CONTACT

HELP

To obtain a blank game sheet scroll to the bottom of the drop down list

☐ Show all club rosters

Select game

#1 - May 19 (TC U15B vs DRAMSC U15B)

Players

- ☒ 2 - Brian MAY
- ☐ 4 - John DEACON
- ☒ 3 - Roger TAYLOR

Team Officials

- ☒ Freddie Mercury

Suspended

None

Call Ups

Adam LAMBERT

Generate Gamesheet

Don't forget to write in player's jersey number.

| Home Team: TC M2010 VUSL |                        |      | Score:       | Away Team: DRAMSC I |   |   |
|--------------------------|------------------------|------|--------------|---------------------|---|---|
| #                        | Player's Name          | YOB  | Reg #        | G                   | Y | R |
|                          | Adam LAMBERT (Call Up) | 1982 | SEOS123456   |                     |   |   |
| 2                        | Brian MAY              | 1947 | SEOS12345678 |                     |   |   |
| 3                        | Roger TAYLOR           | 1949 | SEOS12345678 |                     |   |   |
|                          |                        |      |              |                     |   |   |
|                          |                        |      |              |                     |   |   |
|                          |                        |      |              |                     |   |   |
|                          |                        |      |              |                     |   |   |

## Post Game

- After the game go to the Game Report tool to submit a report.
- Follow the instructions to completion.
- When both teams have entered a game report, the standings will be updated.
- **Note:** U10 and U12 games must have a report submitted even though the score is 0-0.

## Team Management

### Test Blue

GAMES

SET UP

CONTACT

HELP

#3 (Feb 26) - Test Red

Game Status:

Click here to select a status

Click here to select a status

The game was completed

The game started but not completed

The game did not start

NEXT

## Contacting Other Teams

When you click on Contact, there are 2 tabs:





- My Team
- Other Team Contacts




Please use this when contacting your team or opponents.

---

### Team Management

#### TC M2010 VUSL

|   |   |  |   |  |  |
|---|---|--|---|--|--|
|  |  GAMES |  SET UP |  CONTACT |  |  HELP |
|---|---|--|---|--|--|

|   |   |  |
|---|---|--|
|  My Team |  Other Team Contacts |  My Club Contacts |
|---|---|--|

#### DRAMSC M2010 VUSL U15 Red - U15B

| Name | Email | Phone | Position |
|------|-------|-------|----------|
|------|-------|-------|----------|

#### TC M2010 VUSL Wannabes - U15B

| Name         | Email         | Phone        | Position |
|--------------|---------------|--------------|----------|
| Simon Cowell | simon@vusl.ca | 555-555-5555 | Manager  |