



## 2021 OFFL Roster Form Completion Instructions

Thank you for your assistance and efforts for the 2021 OFFL season. Please take note of the instructions below to ensure we are all able to work together as efficiently as possible.

### General

For Players, all information, except jersey number, must be completed for a player to be considered for approval. Missing information will either result in a delay of approval or denial of approval until the information is complete.

Same for Coaches and Bench Personnel. Complete information must be on the form or delays and/or denial of approval will occur.

Should players, coaches or bench personnel who are not approved participate in a game, then your team could be subject to discipline per the By-Laws and/or Operating Procedures

When your roster submissions are submitted, the Registrar will check with the Football Ontario registration database to make sure those on the submission are able to be approved. If there are issues/concerns; the Registrar will contact you to get them resolved. You will receive your list in a pdf file showing all is okay and you must have a copy of this with your team information binder at your games in case there are any questions.

### Initial Roster Form

#### *Player's Section*

- Jersey # is not need initially, but will be needed before the season starts
- Last Name, First Name - there is an example as how it should be completed



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- Address should be completed with house/building #, street name and City or Town
- Date of Birth (DOB) should be completed year, month and day
- FO number is the seven (7) digit number you receive when you register with Football Ontario. This number MUST be included (also referred to as Access ID).
- There are 35 spaces for players, should you have more, please complete a second page

### *Coaches and Bench Personnel Section*

As with player's section, Last Name, First Name there is an example

For role, this would include Head Coach, Assistant Coaches, Student Coaches, Trainers, H2O Technicians (water boys/girls), Team Manager(s). Basically, anyone who is going to be on the bench during a game must be on the list. For medical personnel you should only include them if they are on staff with your club. If you hire them from a medical service that assigns them for game day then they need not be included

For FO#, especially for Head Coaches and Assistant Coaches, this must be the number you got when you register with Football Ontario. Please note that this should not be your NCCP #. If you do not enter the correct #, this will cause delays in approving your roster. Also, student volunteer coaches must also have an FO#. They cannot be showing as volunteers as had been the case in the past.

### Supplemental Roster Form

This is to be used after the season has started for additional players and/or bench personnel. To be more efficient we ask that you use this form so that we may process



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and approve your additions as quickly as possible. Please note that the deadline for adding new players is at the third game of the season.