



GAME DAY OPERATIONS MANUAL

League 1 Ontario

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SECTION I - INTRODUCTION

The kickoff of the 2019 season will mark the beginning of the 6th year of operations for League1 Ontario.

From Day 1, our stated goal for this league was for it to be recognized as **The Best Soccer League in Canada** (below the fully professional level) and, on so many levels, we have achieved that goal. The acquisition of League1 Ontario by Canadian Soccer Business, which became official on January 1, 2019 is proof that, together, we have accomplished something special with our league.

With that said, we cannot be satisfied with what has been accomplished thus far. There are still many opportunities for continued improvement in all aspects of our product delivery, both on-field and off.

As we move into the next phase of our league's evolution, we will begin to focus far more attention on consistently achieving a level of experiential excellence on match day that more closely matches the quality of our on-field product. From a sporting standpoint, our league is one of the best kept secrets in Canadian sport. Collectively, we must work diligently to put on the best match day presentation possible to go with the excellent brand of soccer we play, in order to shine the best possible light on our league, its teams and its players.

The regulations laid out in this manual sets out what is now simply the baseline expectation for all League1 license holders. Our collective goal needs to be that we are all consistently exceeding these minimum standards.

We must work together, and we must hold each other accountable. This league will only ever be as strong as it weakest link. I thank you all for all the work that has been done to get us to this point. Now let's aim higher!

Sincerely,

A handwritten signature in black ink, appearing to read "Dino D. Rossi (Jr.)", with a long horizontal flourish extending to the right.

Dino D. Rossi (Jr.)
Commissioner
League1 Ontario



SECTION II – GAME DAY RESPONSIBILITIES FOR HOME TEAM / HOST ORGANIZATION

2.1 Game Day Staffing

- a) The Home Team / Host Organization will be responsible for ensuring sufficient staff is present on game day for the delivery of all required home field operations, as stipulated in the Ontario Soccer Standards for Semi-Professional Soccer.
- b) Game Day Operations staff must be clearly identifiable, either by wearing a distinctive uniform or some other identifiable marking.
- c) At minimum, Home Team / Host Organization Game Day staff must consist of individuals who will execute the following roles:
 - Game Day Manager
 - Referee Liaison
 - Ticketing Staff
 - Media and Broadcast Liaison
 - Public Address Announcer
 - Timekeeper
 - Dressing Room Attendant(s)
 - Requisite security staff based on anticipated attendance.
 - Youth Programme Supervisor
 - Ball Retrievers (no less than six per game, each not younger than 12 years of age)
- d) The Home Team / Host Organization must ensure that municipal / regional emergency services are available and can reach the stadium field in no less than fifteen (15) minutes. In the event that emergency services are deemed unable to arrive at the facility within 15 minutes, an ambulance and qualified emergency staff must be available on site for the duration of each match.

2.2 Field of Play Preparation

- a) The Home Team / Host Organization shall ensure the field of play is properly marked, as per Law 1 of FIFA's Laws of the Game (Field of Play regulations, refer to Appendix B).
- b) The Game Day Manager will ensure the goals (measuring 8 feet tall and 24 feet wide) are in place and properly secured, with goal netting that is in good condition and properly affixed to the goal frame.
 - i. If the Match Officials are not satisfied that the goals are properly secured in place, the Home Team / Host Organization will be required, at minimum, to place weights on the goal frame.
 - ii. **Tires/Wheels cannot be installed on the goals that are used in official League1 Ontario matches.** The Game Day Manager must have the necessary tools to remove wheels from goals.
- c) The Game Day Manager will ensure that four (4) corner flag posts of the correct height (not less than 1.5meters / 5 feet tall) are in place and in good condition.



- d) The Home Team / Host Organization shall ensure the field is in the best possible condition for each match day. If the field surface is natural grass, the grass blade length on game day should not exceed 2cm.
- e) The Home Team / Host Organization will ensure any League mandated / League provided signage is in place and oriented as per the provided marketing and sponsor guidelines no less than sixty (60) minutes prior to kickoff.
- f) The Canadian flag must be displayed at all official L10 matches. In the event the opponent is from a country other than Canada, that country's flag shall also be displayed.

2.3 Game Balls

- a) The Home Team / Host Organization's Referee Liaison is responsible for delivering a minimum of Four (4) Game Balls, fully inflated, to the Match Official dressing room no later than sixty (60) minutes prior to kickoff.
 - i. **All Game Balls provided to the Match Official must be identical to each other in make and model.**

BEST PRACTICE:

Although 4 Game Balls is the absolute minimum required for an official L10 match, the recommended best practice is to provide the Match Officials with 1 game ball for kickoff + 1 Game Ball for each ball retriever that will be working that match (minimum required is 6 ball retrievers).

- b) If a specific ball has been designated as the "Official Game Ball" for League1 Ontario and those balls are provided to the License Holder free of charge, License Holders will be required to use that ball in all official L10 matches, without exception. Otherwise, the Home Team / Host Organization may use any brand of ball that meets the required game ball standard.
- c) Any game ball used in official L10 matches must meet all requirements of Law 2 of the FIFA Laws of the Game. Additionally, acceptance of a ball for use in official L10 matches is conditional upon the ball bearing one of the following marks:
 - i. the official "FIFA QUALITY PRO" logo
 - ii. the official "FIFA QUALITY" logo
 - iii. the "INTERNATIONAL MATCHBALL STANDARD" logo



2.4 Match Official Services

- a) The Home Team / Host Organization's Referee Liaison is required to be on site no later than seventy-five (75) minutes prior to the scheduled kickoff time and is expected to meet the match officials upon their arrival at the facility and provide for their needs while they are on site.
- b) Match Officials must be provided a clean and comfortable dressing room equipped with hot water shower(s) that is separate from those assigned to the home and away teams.
- c) The Home Team / Host Organization is required to stock the match officials' dressing room with, at minimum:



- i. twelve (12) 500ml bottles of water
- ii. A 2.5 kg bag of ice, placed in a cooler
- iii. Four (4) bath towels (minimum 27 inches x 52 inches)

These items must be placed in the match officials' dressing rooms no later than 60 minutes prior to kickoff.

- d) The Referee Liaison is expected to ensure the safety and security of the match officials while they are on site.
 - i. An identifiable security guard must escort match officials to and from the field of play at half/full time.
- e) No person may enter the match officials' dressing room without permission. The Referee Liaison must ensure the dressing room is locked when the match officials are not using it.
- f) L10 will provide all License Holders with a Substitution Board.
 - i. The Substitution Board must be placed in the Match Officials' dressing room no later than 60 minutes prior to kickoff. The Referee Liaison must ensure it is in good working order.
 - ii. The Home Team / Host Organization is required to have a back-up method for indicating substitutions in the event the league supplied Substitution Board is not functional on game day.

PLEASE NOTE:

License Holders are responsible for the care and maintenance of the Substitution Board. If a Substitution Board is lost, stolen or damaged, the License Holder will be required to purchase a replacement at a price of \$40.00 + HST.

- g) The Match Officials must have uninterrupted access to their dressing room for a minimum of forty-five (45) minutes following the completion of a match in order to complete their paperwork, meet with assessors and shower/dress.

2.5 Match Day Ticketing Services / Spectator Services

- a) The Home Team / Host Organization must ensure ticketing / spectator services are on site and the entry gate / ticketing booth is operational at least one (1) hour prior to kickoff.
- b) License Holders are encouraged to accept cash payment as well as payment by credit card and / or debit card for the convenience of spectators.
- c) Signage indicating ticket pricing must be displayed on game day. Individual License Holder are free to set their own ticket price policy but no License Holder shall **advertise** individual adult tickets for less than \$5.00 each.
- d) Any person bearing a valid, league issued Access Pass must be granted entry into the stadium at no cost.
- e) Staff designated for this role will manage the ticketing process, will greet and usher spectators, distribute match programmes and provide accessibility support to spectators who require those services.

2.6 Media / Broadcast Services

- a) The Home Team / Host Organization must assign a member of staff to liaise with the working media (including league assigned photographer, videographer and play by play commentators) that cover L10 matches.



- b) A dedicated Media Work Space must be provided, which provides reasonable protection from the elements (e.g. a permanent press box or a tent) and is located at an appropriate distance from the spectators.
 - i. Only accredited members of the media, league staff and team staff shall be granted access to the Media Work Space.
 - ii. The Media Work Area shall be stocked with refreshments (at minimum, chilled bottled water).
 - iii. Electrical power outlets, internet access and a telephone line must be made available to the working media upon request.
- c) The Media Liaison is required to have sufficient copies of game sheets on hand for distribution prior to kickoff. A minimum of 8 copies of each the home and away team game sheets are required for distribution to media and league assigned communications staff. If more copies are required, the media liaison must be prepared and equipped to generate extra copies.
- d) Photographers and Video Camera operators that operate at field level must be provided bibs that clearly identify them and that do not conflict with the colors of the participating teams or the goalkeepers.

2.7 Public Address Announcer / Timekeeper

- a) The Home Team / Host Organization must employ a public address announcer for each official L10 match they stage. He/she may also serve as press box announcer.
 - i. The Home Team / Host Organization shall ensure a back-up announcer is available in the event the regular announcer cannot perform their duties for any reason.
- b) The PA Announcer is responsible for making general announcements to the public (e.g. pre-game introductions, announcing goals, cautions, ejections and substitutions, etc...), and shall work off a script prepared by the Home Team / Host Organization.
 - i. The script must include any mandatory messages provided by L10 to License Holders.
- c) The Home Team / Host Organization must designate a timekeeper for each official L10 match they stage. The PA Announcer may also serve in this role.
 - i. The timekeeper is responsible for monitoring the time on the game clock, although the referee has ultimate control of the official time on the field.
 - ii. The clock should count up or down uninterrupted to/from 45minutes. It must be stopped at minute 45:00 or minute 0:00 regardless of how much time the referee has indicated he or she will allow for stoppage time.

2.8 Team Dressing Rooms / Dressing Room Attendant

- a) The Home Team / Host Organization must provide clean, comfortable dressing rooms, suitable for a team of 18 players and equipped with hot water shower(s) for both teams (home and away). The dressing rooms should be located a reasonable distance from the Field of Play.



- b) A dressing room attendant must be assigned to serve the needs of both the home and away teams. The Dressing Room Attendant is required to be on site no later than seventy five (75) minutes prior to kickoff time.
- c) No person may enter the home or away team dressing rooms without permission. The Dressing Room Attendant must ensure the dressing rooms are locked when the teams are not using them.
- d) The Home Team / Host is required to stock the away team dressing room with, at minimum:
 - i. Twenty Four (24) 500ml bottles of water
or
Twelve (12) 32 oz / 950 ml Refillable Bottles filled with cold water
 - ii. 2 bags of ice (minimum 5 kg), placed in a cooler

These items must be placed in the dressing rooms no later than 60 minutes prior to kickoff.

2.9 Security Services

- a) The Home Team / Host Organization must employ a Head of Game Day Security and have additional security staff, as necessary and in accordance with anticipated spectator attendance.
- b) Security staff must be distinguishable from regular game day staff with a unique uniform.
- c) Security guards for official L10 matches must be, at minimum, 18 years of age.
- d) Adequate security must be provided for players, coaches, match officials and spectators. Recommended ratio is one (1) security officer for every 500 spectators and at least one (1) security officer to serve the needs of the match officials and players.
- e) Security personnel shall ensure that spectators shall not access the field of play and cannot gain entry to the dressing rooms.
- f) Accredited members of the media may be provided access to the team dressing room ten (10) minutes after the conclusion of the game.

2.10 Youth Programme Supervisor

- a) The Home Team / Host Organization shall designate a member of staff to serve as the Youth Programme Supervisor. This person will oversee the youth selected to perform key match day duties, such as serving as player escorts, ball crew or flag bearers. This person may also be responsible for the recruitment of youth programme participants.
- b) The Youth Programme Supervisor will ensure the youth understand their assigned match day role and will conduct pre-game rehearsals, as necessary, to ensure they execute their role effectively.
- c) This member of staff will ensure the youth are dressed in colours that do not conflict with the colours worn by either team or the goalkeepers.
- d) This member of staff will also be responsible for monitoring the youth programme participants during the match to ensure they are fulfilling their duties appropriately and to ensure their general well being while on site.
- e) Youth Programme participants should be provided refreshments, particularly on warm weather days.



2.11 Ball Retrievers

- a) The Home Team / Host Organization must provide, at minimum, six (6) ball retrievers for each official L10 match that they hose.
- b) Ball Retrievers shall be positioned around the perimeter of the field of play (no fewer than two on each sideline and one behind each goal). Each ball retriever should have a game ball in hand throughout the match so that stoppages in play can be kept to a minimum.
- c) The ball retrievers must wear a shirt or bib that clearly distinguishes them and that does not conflict with the colours of the participating teams or the goalkeepers.
- d) Ball Retrievers should be twelve (12) years of age or older.

2.12 Game Day Program

- a) The Home Team / Host Organization must produce a Game Day Program for each official L10 match that they stage for distribution to spectators.
- b) The Game Day Program should include, at minimum, the following information:
 - L10 logo on front of the program, as well logos of the teams participating in the match;
 - Home Team roster, including players' name and shirt number;
 - Away Team roster, including players' name and shirt number;
 - Up-to-date league standings;
 - Any advertisements or Sponsor logos, as required by the league.
- c) The Visiting Team must provide roster information by email to the Home Team for inclusion in the Game Day Program.
 - i. Roster information must be submitted to the Home Team / Host Organization no less than 48 hours prior to scheduled kickoff time. Failure to do so will be deemed a Game Day Standards non-compliance and will be dealt with in accordance with Appendix A of the L10 Discipline Code.
- d) The PA Announcer is required to advise the spectators, prior to kickoff, of any changes or updates to the Home and/or Away Team rosters that were published in the program.

2.13 Match Video / Online Streaming of Matches

- a) Video recording of all matches is mandatory and is ultimate responsibility of the home team / host organization.
 - i. License Holders may designate responsibility for hiring and assigning video service providers to L10 League Management but the cost for said services will be charged back to the License Holder at the end of the season.
 - ii. Please refer to Appendix C for the 2019 Match Video Recording Specifications as mandated by L10 League Management.



- b) If a match is being broadcast on television, the Home Team / Host Organization must notify the L10 Communication Manager at least 48 hours in advance of the match.
 - i. The home team is responsible for securing the rights to the match video from the broadcaster and have it uploaded to the league's designated data repository (YouTube) within 24 hours of the conclusion of the match.
- c) Live online streaming of L10 matches is solely coordinated by L10 League Management.
 - i. The Home Team / Host Organization's designated Media / Broadcast liaison must provide support, as required, to the livestream broadcast crew on match day.

2.14 Game Day Promotions

- a) The Home Team / Host Organization shall execute day of game promotions and activities to enhance the game day experience and encourage spectator engagement and participation.
- b) It is expected that License Holders will ensure that any planned promotional activities align with the League's values and objectives and adhere to the L10 recommended Game Day Timing.
- c) License Holders should take appropriate care when engaging in promotional activities that involve a monetary component (e.g. 50/50 draws). Special Licenses may be required for such activities. It is the responsibility of the License Holder to determine what permits may be required in order to conduct such promotional activities.

2.15 Post-Game Media Mixed Zone

- a) A Media Mixed Zone will be identified by the home team / host organization, at a location between the field of play and the dressing rooms where the league assigned staff and / or other media representatives can conduct post-game interviews with players and coaches for both teams.



SECTION III – PRE-GAME EXPECTATIONS FOR HOME AND AWAY TEAMS

3.1 Arrival Time at Stadium

- a) Teams are required to arrive at the match site no later than seventy five (75) minutes prior to kickoff time.

BEST PRACTICE:

It is strongly recommended that teams arrive **at least** ninety (90) minutes prior to the scheduled kickoff time to provide ample time to players and staff to ready themselves for the match.

- b) A team arriving late must communicate this to the L10 Match Day Operations Coordinator so that the Match Officials and the Home Team / Host Organization can be made aware. The decision to delay the kickoff time will be made by the referee following consultation with the League and the opposing team.
- i. The late arrival of a team that results in the delaying of the kickoff of a match will be viewed as a Game Day Standards Non-Conformance and will be dealt with in accordance with Appendix A of the L10 Discipline Code.
- d) Failure to arrive on time (no later than 75 minutes prior to kickoff) will be noted on the game sheet by the Match Officials and will be included on the post match report prepared by the L10 Match Day Operations Coordinator.
- i. A team that persistently arrives late to the stadium will be deemed non-compliant with L10 Game Day Standards and will be subject to discipline in accordance with Appendix A of the L10 Discipline Code.

3.2 Game Day Rosters / Game Sheets

- a) Each team shall present **three (3) copies of an official game sheet** and **one (1) copy of the Fourth Official Match Log form** (generated from the E2E system) to the Match Officials **no less than thirty (30) minutes** prior to the scheduled kickoff time. The official game sheet must include all team officials who will be on the bench.
- b) The official game sheet shall list a minimum of seven (7) and a maximum of eighteen (18) players.
- i. Teams must clearly identify their designated starting players, up to a maximum of eleven (11), on the game sheet;
- ii. Teams may list and dress up to a maximum of seven (7) substitute players;
- iii. The shirt number for each player must be noted clearly on the game sheet.
- iv. Any team that lists less than fourteen (14) players on their official game sheet shall be subject to a fine, in accordance with Appendix A of the L10 Discipline Code.
- c) In the spirit of Fair Play, once the official game sheets have been submitted to the Match Officials, any changes to the starting XI can only be made in the event that a player listed as a starter is deemed unable to participate. In that case, he/she must be removed from the game sheet altogether and shall be replaced in the starting XI by one of the named substitutes.



- i. Any player or team official who is listed on the official game sheet but who is not present on the field of play or on the substitute bench at the time of kickoff will be struck from the Game Sheet by the Fourth Official and will not be eligible to participate in that match.
- d) No less than eight (8) of the players listed on the official game sheet MUST be U23 players. No less than Four (4) of the designated Eleven (11) starting players MUST be U23 players
 - i. For the 2019 season, a player classified as a U23 must be born in 1996 or later.
- e) No more than three (3) "import players" shall be listed on the official game sheet.
 - i. An "import player" is any player who is not a Canadian citizen, nor does he/she possess a valid Canadian Permanent Resident card
 - ii. "Import players" must be clearly identified on the official game sheet.
 - iii. Any L10 License Holder identified by the L10 Steering Committee as being located in a "border city" will be permitted to include one (1) additional "import player" on their game sheet, for a maximum of four (4) "import players". For 2018, the L10 Steering Committee has designated Windsor TFC as operating in a "border city".
- f) L10 shall maintain information related to player suspensions and will make it available electronically. Suspended players will not be eligible to be placed on the game sheet.

3.3 Player Identification

- a) Teams are required to possess Identification cards for every Player and Team Official listed on the Game Sheet (either ID cards issued by League1 Ontario, Ontario Soccer Player ID Books or another valid player identification document).
- b) In the event there are questions by either team of a player's eligibility, a formal request to check a player's identification card must be made to the Fourth Official or the league assigned Match Day Operations Coordinator.

3.4 Pre-Game Meeting Between Match Officials and Teams

- a) The Match Official crew may conduct a brief meeting with each team prior to the teams taking the field for pre-game warmups (approximately one (1) hour prior to the scheduled kickoff time). The League appointed Match Day Operations Coordinator (MDOC) shall be present for these meetings, if necessary.

3.5 Uniform Requirements

- a) League1 Ontario strives to instill and project a high level of professionalism and that extends to the dress, presentation and appearance of all participants.
- b) When travelling to matches, all players and team officials must adhere to a uniform dress code that is appropriate for a professional soccer team.
- c) The home team is required to arrive on site on each match day with two complete, contrasting sets of uniforms.



- d) The two teams must wear uniform colours that clearly distinguishes one team from the other and which provide a contrast from the match officials' uniforms.
 - i. As part of the match coordination process, the L10 League Management will assign uniforms for the match officials and both teams' outfield players and goalkeepers.
 - ii. Every effort will be made to ensure the home team will be assigned its designated home uniform colours and the visiting team will wear uniforms of a contrasting colour.
 - iii. Once finalized, teams may not deviate from those uniform colour assignments without permission in writing from a league representative. Failure to comply with the uniform assignments will face discipline in accordance to Appendix A of the L10 Discipline Code.
- e) If, on match day, the match officials determine that the assigned uniforms do not provide sufficient contrast, the home team will be required to change uniforms to provide the required contrast.
- f) The team name and / or team logo must be present on the front of all game jerseys and each uniform must have numbers of at least eight (8) inches on the back of jerseys.

BEST PRACTICE:

It is recommended that uniform numbers are also applied to the front of all game shorts, on the left short leg. The numbering on shorts should measure between three (3) and four (4) inches tall

- g) Goalkeeper uniform colours must be distinct from the uniform colours worn by both teams' outfield players and the Match Officials. Teams must have a minimum of two (2) distinct Goalkeeper uniform shirts available on game day.
- h) The League will provide each team with League1 Ontario logo patches that shall be applied to the left sleeve of every player's jersey.
 - i. Failure to apply a logo patch (or equivalent) on every player's left sleeve will be noted on the game sheet discipline will be imposed in accordance with Appendix A of the L10 Discipline Code
- i) If players opt to wear "undershorts", they must be of the same colour as the main colour of the uniform shorts or the lowest portion of the shorts they are wearing (e.g. the hem). If a player opts to wear an undershirt, it must be the same colour as the predominant colour on the uniform jersey sleeve.
- j) Teams must ensure that players are provided with clothing suitable to protect them against inclement weather.
- k) All players must wear shin pads under their socks.
- l) Team Sponsor logos are permitted on uniforms.
 - i. Location and size of such logos are determined at the discretion of the License Holder but must conform to the standards established in the League1 Ontario Official Uniform Standards and Advertising Guideline.
- m) All other equipment must comply with the FIFA Laws of the Game.
- n) In the event that a player has been bloodied during the course of a match, FIFA's Law 5 states:



“The referee ensures that any player bleeding from a wound leaves the field of play. The player may only return on receiving a signal from the referee, who must be satisfied that the bleeding has stopped.”

- i. In the event a player’s uniform is bloodied, a referee will require the player to remove and replace the bloodied article(s) of clothing and replace it. If necessary, a player will be permitted to re-enter the game wearing a uniform number that is different than the number originally listed on the game sheet, so long as that new number doesn’t conflict with any other uniform numbers worn by a teammate.
- ii. Each team’s equipment manager should keep on hand extra shirts, shorts and socks available at field side so that a player can quickly change clothing, if deemed necessary, and re-enter the field of play upon receiving the signal from the referee who is satisfied that the bleeding has ceased.

3.6 On Field Warm Up Sessions for Teams

- a) Each team shall be entitled to a concurrent pre-game on field warm up session of no more than thirty (30) minutes, which shall conclude no later than twenty (20) minutes prior to the scheduled kickoff time.
 - i. The exact timing of the on-field warm up session may be adjusted slightly based on a variety of factors, with the distance of the dressing rooms from the field of play being a key determining factor. The Home Team / Host Organization’s Game Day Manager, in consultation with the league appointed MDOC and the Match Officials, will make the final decision on match day.
- b) During the game, each team’s substitutes will be allowed to warm up in a designated area that has been identified by the Home Team / Host’s Game Day Manager. Substitute players will not use any type of ball when warming up during the game.

3.7 Pre-Game Entry of Team Officials and Substitute Players

- a) Team Officials and Substitute Players for both teams shall enter the field of play 2-3 minutes prior to the official walk-on by the Match Officials and Starting XI players for each team.
- b) Team officials and substitute players will walk along the sidelines or cross the field to their respective benches. They are expected to do so as quickly as possible so as to avoid unnecessary delays of the pre-game ceremonies.

3.8 Pre-Game Ceremony

- a) The Starting XI players for both teams, as well as the Match Officials, shall be lined up and ready to walk onto the field for introductions and anthems no less than eight (8) minutes prior to the scheduled kickoff time. The Game Day Manager will designate the location where the players and match officials shall line up.
 - i. The playing of walkout music is recommended, but not mandatory.
- b) Player and Match Official introductions may occur prior to or after the teams and officials have lined up.
 - i. The Away Team players will be announced first, followed by the Home Team players.
 - ii. The Match Officials must be announced, and introduced as follows: Referee, 1st Assistant Referee, 2nd Assistant Referee and Fourth Official.



- c) National Anthem(s) shall commence only after both teams are properly lined up on either side of the field's centre line, with the match officials in between them.
 - i. All players and match officials shall face the Canadian flag while the anthem is played.
 - ii. The Game Day Manager must advise the match officials where the flags are located to ensure that everyone faces the flag properly
- d) Following anthems, the teams shall shake hands. The away team shall proceed first, shaking hands with the match officials and then moving onto the home team. Finally, the home team will shake hands with the match officials.
- e) Upon completion of the hand shake ceremony, each team's starting players will organize themselves for a team photograph.
- f) Upon completion of team photographs, the captains of each team will meet the referees at the center line for the coin toss.
- g) These pre-game ceremonies should commence approximately seven (7) minutes prior to the scheduled kickoff time and should be completed no later than one (1) minute prior to the scheduled kickoff time.
- h) When a match is being broadcast on live television, the head referee, in consultation with Match Day Operations Coordinator and the Game Day Manager, has the discretion to adjust the kickoff time as needed.

3.9 Dress Code For Substitute Players and Team Officials

- a) Substitute Players must wear a bib which clearly distinguishes them from the players on the field of play. They must wear the bib at all times, until such time they enter the field of play.
- b) All players on the substitute bench must be seated at all times, unless warming up in the designated warm up area.
- c) Team Officials must be dressed appropriately, professionally and in attire that clearly identifies them as associated with their team. Team Officials shall not wear sandals or torn clothing.

3.10 Substitutions

- a) Each team is permitted a maximum of five (5) substitutions per game. A player that has been substituted may not re-enter the match.
- b) Substitutions shall be permitted, at the discretion of the Referee, at any stoppage in play.
- c) Substitutes must report to the 4th Official or Assistant Referee at midfield and must provide a completed substitution slip to the Match Official. The player may not enter the field without the permission of the Referee.
- d) The player exiting the match must exit at midfield.

3.11 Dismissals

- a) Any player or team official that has been sent-off by the referee must immediately leave the field of play area and proceed to their designated dressing room.



3.12 Half Time Protocol

- a) At the conclusion of the first half of play, there will be a fifteen (15) minute halftime interval. Teams shall return to their dressing rooms at halftime.
 - i. If the Referee determines that the distance between the field of play and the locker rooms is exceedingly far, the standard fifteen (15) minute halftime interval can be extended by a maximum of an additional two (2) minutes.
- b) The teams must be back to the field of play area no less than one (1) minute before the end of the halftime interval.



SECTION IV – POST GAME EXPECTATIONS FOR TEAMS AND MATCH OFFICIALS

4.1 Game Sheets and Match Report

- a) At the conclusion of the match, each team will receive a signed copy of the completed Game Sheet and Fourth Official Match Log, within forty-five (45) minutes of the conclusion of a match.
 - i. The Fourth Official is specifically responsible for ensuring these documents are distributed to each team.
 - ii. Teams are required to verify the accuracy of game sheets.
- b) The Referee shall fax or email a copy of the completed Game Sheet and Fourth Official Match Log form to the League office as soon as possible after the conclusion of a match, but no later than 2:00PM the following day.
- c) All Game Day Standards non-conformances are to be noted on the post game report completed by the Match Day Operations Coordinator, which will be submitted to the league office immediately following the match.
 - i. The Match Officials may also include a list of non-conformances on the Fourth Official Match Log.

4.2 Reporting of Game Results

- a) The league appointed Match Day Operations Coordinator (MDOC) will be responsible for the reporting of match results to the league office at the conclusion of each match.

4.3 Post Game Meal

- a) The Home Team / Host Organization will provide a light meal for both teams at the conclusion of each match
- b) The meal should be offered no later than thirty (30) minutes of the conclusion of a match.
- c) The Game Day Manager should notify the visiting team as to when and where the meal will be served.



SECTION V – REQUIREMENTS FOR TELEVISED MATCHES

5.1 Pre-Game Co-Ordination For Televised Matches

- a) In the event that a match is being televised, the Referee, in consultation with the Match Day Operations Coordinator and the Home Team / Host Organization's Game Day Manager, has the discretion to modify the Pre-Game Ceremony timing as noted in Section 3.8 in order to accommodate the needs of the television broadcaster.
- b) The following personnel are required to co-ordinate with each other whenever a match is being broadcast on television:
 - Game Day Manager
 - Referee
 - Match Day Operations Coordinator
 - Home Team and Away Team Representative (i.e. Team Manager, Head Coach)
 - Broadcaster Representative



Appendix A – ROLE DEFINITION FOR GAME DAY STAFF

Game Day Manager

The Home Team / Host Organization shall designate a Game Day Manager, who must be present on venue on Match Day no later than ninety (90) minutes prior to the scheduled kickoff time. Ideally the Game Day Manager is on site two (2) hours prior to kickoff.

The Game Day Manager will liaise with the visiting team, the match officials, league representatives and television broadcast personnel (if the game is televised).

It is the responsibility of the Game Day Manager to ensure that all of the following are in place at least 60 minutes before the scheduled kick-off time:

- Field Markings, Goals / Nets and Corner Flags
- Table and Chair for Fourth Official
- Press area, MDOC Work Area (with WiFi and electricity), working P.A system and working scoreboard

The Game Day Manager is also ultimately responsible for the following details:

- Supervising set-up and take down of signage
- Supervising pre-game and halftime ceremonies to ensure game timing is adhered to
- Supervising security forces
- Supervising ball retrievers
- Ensuring needs of the working media are met
- Ensuring the needs of the match officials are met
- Ensuring match officials are provided with inflated game balls
- Ensuring that match officials receive game day rosters by the required time and that copies are provided to the media
- Informing the League if match officials arrive on venue later than the specified time

Match Day Operations Coordinator

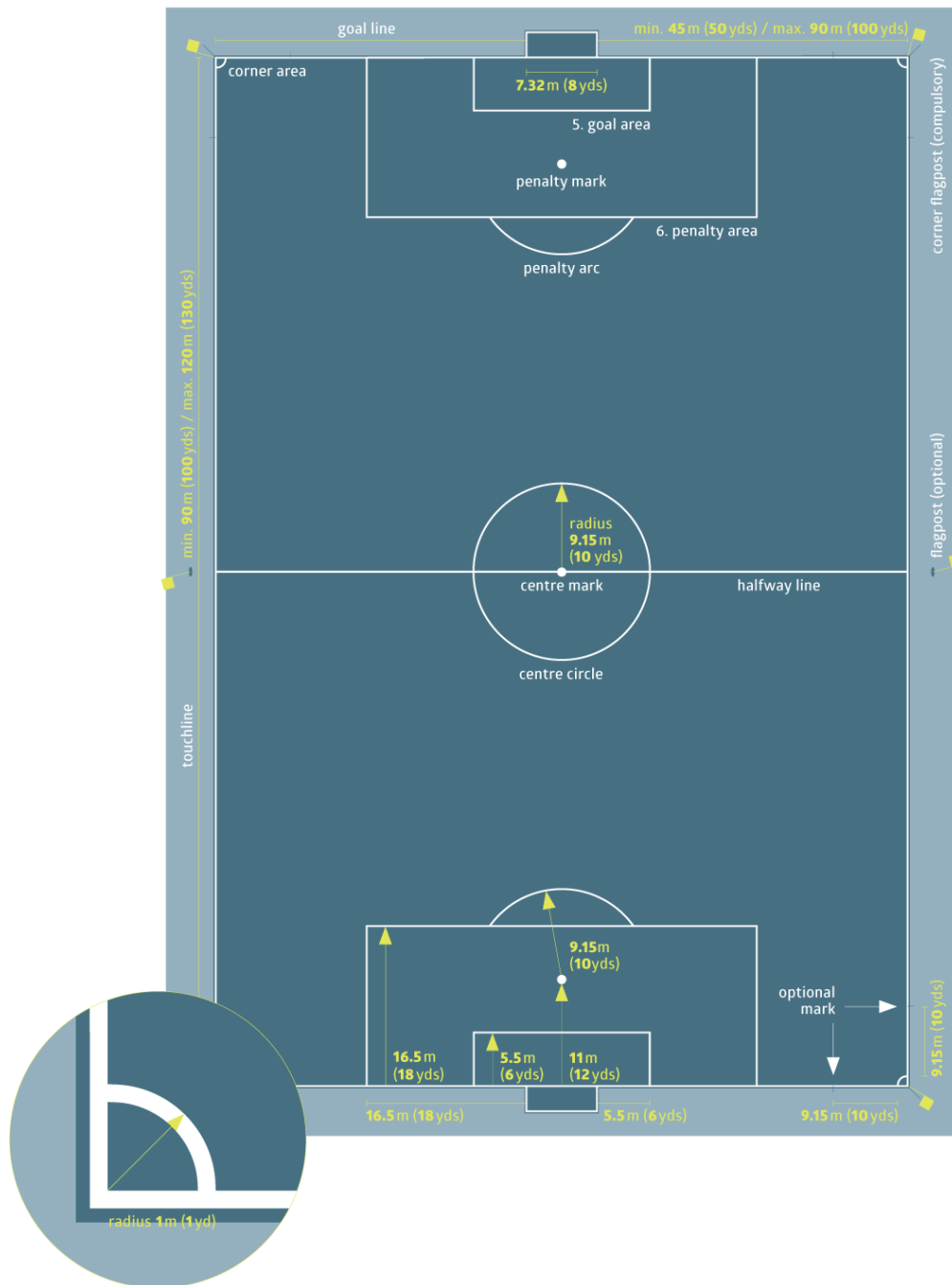
The Match Day Operations Coordinator (MDOC), when appointed, will arrive at least ninety (90) minutes prior to kickoff time and will advise both teams and the Match Officials of any obvious deficiency prior to the start of the match. He/she will follow game requirements listed on a check list. Deficiencies will be recorded and submitted to the League office. The League office will share the Match Supervisor report with the teams involved.

If the MDOC advises the teams and / or the Match Officials of a clear deficiency prior to the start of the match, the correction must be addressed without delay, unless it is deemed impossible without impacting the timelines leading to kickoff.

Security

In addition to the security provided by the home / host club, the League office has the authority to mandate the hiring of additional security guards and/or uniformed police officers should it be deemed necessary. The home team will bear the full cost of additional security, unless otherwise arranged by the League.

Appendix B – REQUIREMENTS FOR FIELD OF PLAY SETUP





Corner Flags

Corner flags shall be on posts no less than five (5) feet high with rounded or squared off tops. The top of the posts cannot be pointed.

Halfway Line and Centre Circle

A halfway line shall be marked across the centre of the field. The centre of the field shall be so marked and have a circle, which has ten (10) yard radius, drawn around it.

Goal Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel to each side of the goal and six (6) yards from each goalpost. This line shall extend six (6) yards into the field of play from the goal line. A line running parallel to the goal line shall be drawn connected to two perpendicular lines, forming the goal area.

Penalty Area

At each end of the field, a line perpendicular to the goal line shall be drawn parallel to each side of the goal and eighteen (18) yards from each goalpost. This line shall extend for the eighteen (18) yards into the field of play from the goal line. A line running parallel to the goal line shall be drawn to connect the two perpendicular lines, which shall form the penalty area. Within the penalty area is the penalty spot (or penalty mark), which is 12 yards from the goal line, directly in-line with the centre of the goal.

Corner Area

At each of the four corners of the field, measuring from the corner flags post, a circle having a radius of one (1) yard shall be drawn inside the field of play.

Bench and Technical Area

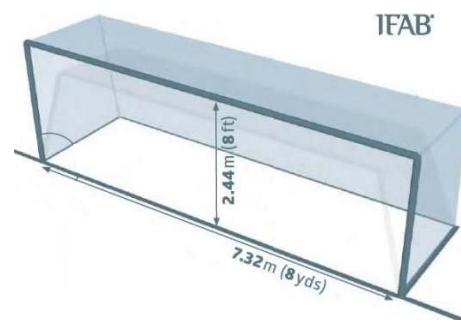
The home and away teams' benches and technical area (as well as the fourth official table) shall be placed on the same side of the field. The home team shall designate the bench locations during the season. The bench area and technical area shall be marked according to FIFA's technical area markings.

The technical area extends one (1) yard on either side of the designated seated area and extends forward up to a distance of one (1) yard from the touch line. It is recommended that markings be used to identify this area clearly.

Only one (1) person at a time is permitted to stand and convey tactical instructions from the technical area. All other persons are to remain seated in the confines of the technical area. All occupants of the technical area must behave in a responsible manner. Failure to do so will result in removal from the technical area by the referee.

Goals

Each goal shall measure 8 feet high x 24 feet wide, be centered on the goal line and equal distance on each side from the corner flags.





Appendix C – GAME DAY TIMING GUIDELINE

Kickoff minus 90 minutes	- Latest Arrival at Stadium of Game Day Staff
Kickoff minus 75 minutes	- Latest Arrival of Teams and Match Officials - Change rooms are open to both teams. - Water / Ice / Cooler must be in Team and Match Official Dressing Rooms
Kickoff minus 60 minutes	- Match Officials meeting with each team (optional) - Gates Open to Spectators - Ticketing and Spectator Services Begin - All Sponsor Signage must be In place
Kickoff minus 50 minutes	- Field of Play is open for pre-game warm up session (max 30 minutes)
Kickoff minus 20 minutes	- Pre-Game warm up ends. Both teams return promptly to dressing room - Game Sheets must be FINAL and provided to Match Officials (3 copies) - Additional copies of Game Sheets must be distributed to Media / League Staff
Kickoff minus 10 minutes	- Teams and Match Officials receive 2 minute warning to line up for Walk Out
Kickoff minus 9 minutes	- Team Officials / Substitute Players exit dressing room, proceed to bench area
Kickoff minus 8 minutes	- Starting players for both teams line up + Match Officials congregate at designated meeting spot to prepare for walk on - Last minute equipment check by match officials
Kickoff minus 7 minutes	- Match officials lead walk out onto the field - Each team lines on either side of Halfway Line, Match Officials between them - All players and officials face the Canadian flag for the national anthem
After anthem	- Team Shake Hands (Away Team goes first) - After Hand Shakes, each team poses for team photo (Away Team first) - After photo, team captains meet match officials at mid field for coin flip - After coin flip, teams take the field, on the appropriate side, and prepare for Referee to signal for kickoff
KICKOFF	- At the discretion of, and signalled by, the Referee
HALFTIME	- ONLY 15 MINUTES. - Teams and Match Officials must be back on the field/bench area 13 minutes after halftime whistle
POST GAME:	- Simple food and refreshments will be provided in locker room or other designated location - Match Forms will be ready for both teams no later than 45 minutes after final Whistle,



Appendix D – MATCH VIDEO RECORDING SPECIFICATIONS

1. All League1 Ontario Matches **MUST** be video recorded according to league established specifications. The home team for each official L10 match is responsible for ensuring the match is video recorded.
2. License Holders may contract their own video service provider to record their home games but those service providers must adhere to league established specifications for video.
 - i. License Holders that opt to manage their own match video recording must notify Cormac Rea (L10 Communications Coordinator) by no later than February 11, 2019, in writing to cormac.rea@cansb.ca.
 - ii. Failure to comply with the league established match video specs will result in fines being assessed as per Appendix A of the L10 Discipline Code. Any LH that gets fined two or more times in a season for match video non-compliance will be required to cede responsibility for match video recording to the league office, who will assign a service provider and invoice the LH for said services.
3. License Holders can assign the responsibility for contracting video service providers.
 - i. Those LHs that assign this responsibility to the league office will be charged a price of \$225 + HST per match.
4. In the event that the league office opts to livestream match featuring a team that handles their own match video recording, the league's Communications department will advise the home team's media representative of our intentions well in advance so that the home team may be cancel their service provider for that date (if applicable).

Videography Specs:

1. A file recording of League1 Ontario match must be uploaded to the League1 Ontario YouTube channel by midnight of same day (if match concludes before 4 p.m.) or by noon of following day (if match kicks concludes after 4 p.m.);
2. The Service Provider shall not use any promotional watermark or branded marketing collateral on materials, unless utilizing the League1 Ontario logo as provided;
3. The Service Provider must provide a raw file copy of videography, as requested;
4. Final file uploads must be minimum 1080p HD quality and shot from central vantage point (ie. half-line), from an elevated position (min. 20 feet, ideally 30 ft), that captures on and off-ball actions clearly (ie. minimum two lines of play and ball visible at all times);
5. File uploads to YouTube must be: in single file format; left in private mode status for approval by league; with uniform title format (ie. day/ month/ year/ - division (ie. L10M) - home team v away team);
6. Media rep + video service provider contacts (email address + mobile phone #) must be provided in writing to the League1 Ontario Communications dept. via email at cormac.rea@cansb.ca before season kickoff;



7. Video must be accompanied by match audio (e.g. ambient mic on camera or ground mic set up separately);
8. Half-time must be cut out of file, and all music muted before upload to YouTube, to ensure file is not suspended due to copyright restriction;
9. Video recording must not commence before opening whistle; must include all minutes played in match; must end at final whistle.