

# *OTTAWA SOUTH UNITED MEN'S RECREATIONAL LEAGUE*



## **MANAGER'S HANDBOOK**

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## **Philosophy of the Men's League**

The OSU Saturday Morning Men's Recreation League (SMMRL) should be fun!! It is a medium for meeting people and it allows for some recreational sporting activity at the same time. With this in mind, the Men's League is open to a wide range of ages and skill levels and is reorganized each year in an attempt to provide a league of equally skilled teams.

The club does not discourage competitive spirit and the desire to win. However, let's be careful in ensuring that winning or winning at all costs does not become the overriding factor.

There is zero tolerance for Violence or Aggressive Conduct in the Men's league. Any player acting in an aggressive or overly physical manner will be subject to disciplinary action which may lead to suspension(s).

Finally, the most important rules of the Men's League is that all players should be afforded equal playing time.

If any player feels that his experience within the Men's League is not in line with this philosophy he should discuss the problem first with his Manager and then with the League Coordinator.

## **Role of Manager/Assistant**

The roles of the Team Manager/Assistant are as follows:

- Responsible for the proper conduct of the players and the team. As the manager you can remove any player on your team, for the game, if in your judgment the player through his behavior brings the club or soccer in general, into disrepute.
- Ensure all players have equal playing time.
- Ensure only fully registered players are on your team and are participating in any game.
- Inform players promptly of decisions made by the Men's League Management Team or other matters that may from time to time have to be brought to the player's attention.
- Ensure that none of your players are wearing dangerous footwear (steel cleats are not permitted), or any other item that could injure another players.
- Ensure that all players have approved shin guards.
- Present a players or teams views or concerns to the Men's League Coordinator/Administrator or the Management Team.

# **Operation of the Men's League**

## ***Game Rules***

All games played for the OSU Men's League will be played under FIFA rules, except where, either SMMRL, EODSA or OSU modifications apply.

## ***Game Duration***

The game consists of two 45-minute periods.

## ***Kick Off***

Kickoff is decided by a coin toss.

## ***Player Substitution***

Substitutions are permitted at the following times, at the referee's discretion:

- Goal kicks
- Half time
- After a goal has been scored and play has not restarted
- When there is an injury and the referee has stopped play
- The referee must be notified of any change of a goal keeper

To assist the referee teams are to be located on opposite sides of the field.

## ***Player Ejection***

Should it be necessary to eject a player from the game for misconduct, that player may not be substituted and the team must play one player short for the duration of the game. As per FIFA regulations the ejected player must leave the field area and area of play. The manager shall enforce the leaving of the field and the area of play.

## ***Insufficient Number of Players***

Every game will start at 9:00 AM sharp (unless otherwise stated)

A team must have 7 players before a game can start. In the event that a team cannot field 7 players, managers are encouraged to readjust players and play a friendly game. The game will be awarded to the full team. The score on record shall be 3:0. If neither team has 7 or more players, a friendly game can be played, but the score on record shall be 0:0.

If a player shows up past half time they are permitted to play as this is a recreational league.

## ***Teams***

Each season the league coordinator(s) with input from the team managers will assign all registered players to a team. Teams will be balanced based on skill level and age. During the season players may be reassigned to another team in order to maintain an even skill level and age across all teams.

## ***Players***

Only fully registered players can participate. A player is officially allocated to a team if the player and the team's manager have been informed of the allocation by the Men's League Coordinator or administrator.

Every player is expected to behave within the spirit of the Men's League before, during and after the game. Should a player's behavior while at the game not reflect the spirit of the Men's League, a disciplinary committee can be convened to address the player's behavior.

## ***Player Requests***

Each player is entitled to ONE player request which must be written on the player application form. The league coordinator(s) will review each player request to determine whether or not the request will be accommodated.

## ***Game Cancellation and Abandonment***

The game can only be cancelled or abandoned at the discretion of the appointed referee. Games are only cancelled by extremely adverse weather and playing conditions. The two managers can agree to postpone a game if conditions would result in significant damage to the field or injury to the players.

Managers may make a request to the Men's League Coordinator/Administrator to cancel a game prior to the day of the game if they are aware that they cannot field sufficient players. The Coordinator/Administrator will make the final decision. Under these conditions all persons involved should be notified, e.g. other managers, all players and the referee.

Abandoned games will be rescheduled by the Coordinator/administrator and must be played at this time or a score of 0:0 will be recorded. If the managers can agree on a different date and time prior to that selected by the Coordinator/Administrator they may apply for approval with the Coordinator.

If it is necessary to abandon a game, FIFA regulations state that if 75 minutes playing time has elapsed then the result will stand, in cases where the total game is not 90 minutes in duration the result will stand if 80% of the expected playing time has elapsed.

In the event of lightning, the game must be stopped and the players must leave the field of play.

## ***The Referee***

The referee's decisions are final and there shall be no arguing. If no referee is available at the game time, a delay of ten minutes is permitted for the late arrival of the referee. If no referee has appeared in the first ten minutes the team with the most players will provide a player to "ref" the first half of the game. The other team will provide a "ref" for the second half. The time allocated to the game will be of normal duration. Do not use the linesmen unless they are certified, experienced adult referees.

## ***Player Allocation***

Care shall be taken to ensure all teams are of equal strength. The teams will be established by the Men's League coordinator and Administrator and reviewed by the Team Managers. In case of a dispute, the Men's League Coordinator will make the final ruling.

A list of unallocated players (spare list) is maintained by the Men's League Coordinator/Administrator and is used to replace players who have to leave the league during the course of the season. Every effort will be made to provide a player of equal caliber from the spare list.

## ***Team Standings***

Team Standings are published on the OSU website,  
[http://osus.goalline.ca/show\\_league\\_results.php?league\\_id=17050&schedule\\_id=168551](http://osus.goalline.ca/show_league_results.php?league_id=17050&schedule_id=168551)

Two points are recorded for a win and one point for a tie. The team with the most points at the end of the season will be the League Champion. If at the end of the season teams are tied, the results of the games between the teams that are tied shall determine final placing. There are no other tie breakers. The half time result will count in the standings.

## ***Commitment***

A league is only as strong as the commitment of its players. A player may be removed from the team roster and replaced by an applicant from the waiting list if:

- He misses a total of 3 games without giving the Team Manager advance notice, or
- He misses a total of 7 games during the regular season

## ***General Playing Rules***

Ottawa South United Men's League follows the rules of FIFA.

## **Equipment**

Each team will be issued a standard list of equipment at the start of each season. It is the responsibility of the team to ensure the equipment is maintained for the duration of the playing season.

All equipment is the property of Ottawa South United. We request all managers to keep and track.

## ***Team Equipment Bag***

Each team will receive the following:

- 1 first aid kit
- 1 net
- 3 soccer balls
- 1 ladder
- 1 air pump
- 6 pegs
- 1 mallet
- 1 goalie shirt
- 1 pair goalie gloves
- 2 corner flags

## **Disciplinary Matters**

### ***Cautions and Ejections***

All cautions and ejections are recorded for all games played in the Men's League including the tournament and playoffs. A player's status is not reset for the playoffs. A player's record in previous seasons will be considered by the disciplinary committee. All suspensions must be served in the game(s) immediately following the offense.

### **Cautions (Yellow)**

Cautions accumulated during the season will result in automatic suspensions, which under special circumstances can be overruled by the League Coordinator or in his absence, the League Administrator.

- Two Cautions – 1 game suspension
- Third Caution – additional 1 game suspension
- Fourth Caution – additional 2 game suspension
- Additional Cautions will require the review of a disciplinary committee

### **Ejections (Red)**

Disciplinary Committees are held for all Ejection offenses, therefore the following suspensions are meant as a guideline. Any challenge to a Caution or Ejection must be made within 48 hours of the incident and requires a \$25 deposit refundable only if the challenge is upheld. NO EXCEPTIONS. To contact the Discipline Committee for the Saturday Morning Men's Recreation League (SMMRL), contact the League Coordinator or Coordinators Assistant. This information can be found by contacting your team manager.

A Caution which precedes an Ejection during any game will add one game to the suspension unless a suspension for accumulated Cautions has already been served. However, a player's status both in the active season and preceding season(s) will be reviewed by the committee prior to a decision.

- Technical Foul – 1 game suspension
- Foul associated with rough play – 2 game suspension
- Violence or Aggressive Conduct – 3 game suspension (not including the game the card was received in) and may result in expulsion from the league
- Second Ejection results in a minimum 3 game suspension and possible remaining season suspension and/or probation period of 1 season
- Ejection during probation will result in loss of season

Any player acting in an aggressive or overly physical manner will be subject to disciplinary action which may lead to suspensions. Aggressive Conduct is defined as: any physical force that injures or has the potential to cause injuries, or abuses any individual or property. Aggressive Conduct also includes any attempt to make threatening physical contact with another individual. This also includes bullying or any verbally or physically threatening demeanour towards any individual. Players are to respect each other. Those not respecting other players may face game suspension(s) and possibly suspension for the remainder of the season or for an indefinite length of time.

### ***Disciplinary Committee***

The Disciplinary Committee reviews every situation where a player has been ejected from a game. The committee is empowered to hand out suspensions which include league expulsions. Any suspension will be communicated to the player and the Team Manager in writing, prior to the next game. All suspensions are final.

The Disciplinary Committee consists of a least 3 of the following:

- OSU Adult Coordinator
- Men's League Coordinator
- Men's League Administrator
- Head Referee
- Referee not involved in match
- Men's League Managers not involved in match
- Club General Manager

### ***Your Rights of Appeal***

#### **Appeal to the Ottawa South United Soccer Club, (OSU) Board of Directors**

You have the right to appeal the decision of the Saturday Morning Men's Recreation League (SMMRL) Discipline Committee's decision.

This decision may be appealed to the OSU Discipline Committee and may be appealed by any party affected by the decision.



The letter of appeal must specify your rationale for appealing the decision of the (SMMRL). Your rationale must include:

1. New facts not available when the (SMMRL) decision was made or not available at previous hearings; or
2. Specific procedural errors made by the (SMMRL) or at previous hearings; or
3. Specific instances where Articles and Rules have been wrongly interpreted by (SMMRL) or at previous hearings.
4. Alleged excessive fine, fee, bond or suspension.

Failure to provide an adequate rationale will result in your appeal being ruled out of order and disallowed.

The appeal shall be submitted in writing by registered mail, recognized Courier Service or by hand delivery to:

**OSU Office: Discipline Committee**  
**1128 Clapp Lane**  
**Manotick, Ontario**  
**K4M 1A7**

**Appeal to the Eastern Ontario District Soccer Association if not satisfied with the OSU Board of Directors decision.**

You have the right to appeal the decision of the Ottawa South United Soccer Club (OSU)

This decision may be appealed to the Eastern Ontario District Soccer Association (EODSA) and may be appealed by any party affected by the decision.

The letter of appeal must specify your rationale for appealing the decision of the (SMMRL). Your rationale must include:

1. New facts not available when the (SMMRL) decision was made or not available at previous hearings; or
2. Specific procedural errors made by the (SMMRL) or at previous hearings; or
3. Specific instances where Articles and Rules have been wrongly interpreted by (SMMRL) or at previous hearings.
4. Alleged excessive fine, fee, bond or suspension.
5. Failure to provide an adequate rationale will result in your appeal being ruled out of order and disallowed.

The appeal shall be submitted in writing by registered mail, recognized Courier Service or by hand delivery to:

**Eastern Ontario District Soccer Association  
1150 Morrison Drive, Suite 303  
Ottawa, Ontario  
K2H 8S9**

The appeal must be submitted no more than five (5) working days from the receipt of the decision rendered by the (SMMRL) or (OSU).

When registered mail or recognized courier service is used to submit the appeal, it must be postmarked or dated no more than five (5) working days from the receipt of the written decision rendered by the (SMMRL) or (OSU). When hand delivered, it must be received at the OSU Office or the EODSA Office no later than five (5) working days from the receipt of the written decision rendered by the (SMMRL) or (OSU). In cases of disputed delivery date regarding appeals submitted by hand delivery; it is the responsibility of the Appellant to prove which date that the appeal was received at the OSU Office or the EODSA Office.

A copy of the letter of appeal may be sent by registered mail, recognized Courier Service, or by hand delivery to the OSU Office or the EODSA Office, however it is the responsibility of the OSU Office or the EODSA Office to advise all relevant parties of the appeal and to provide them with a copy of the appeal.

The appeal to the OSU or EODSA; Discipline and Appeals Committee must include: a letter of appeal; the appeal fee of one hundred dollars (\$100.00) by cheque or money order; a copy of the decision being appealed.

If the appeal is upheld, the appeal fee shall be refunded.

For additional information about appeals, call the OSU Office at (613) 692-4179.

For additional information about appeals, call the EODSA at (613) 233-6561.

# **Round Robin Playoff Ranking & Rules**

## **Ranking Each Team for Entry into the Round Robin Playoffs**

Every team in the league will be entered into the Round Robin Playoffs. Each team will be placed into a pre-determined group dependent on the final standings during the regular season. The charts below show where each team will be ranked.

The playoffs are the second season and all teams are considered equals once they have been ranked within their respective groups based on the regular season.

## **Determining the Round Robin Semi-Finalists**

**8 teams** – In a 8 team round robin, there will be 2 groups of 4 teams. The winner of each group and the runner-up of each group will advance to the semi-finals.

**10 teams** – In a 10 team round robin, there will be 3 groups (1 group of 4 teams and 2 groups of 3 teams). The winner of each group will advance to the semi-finals. The best 2<sup>nd</sup> ranked team from all groups will also advance to the semi-finals.

**12 teams** – In a 12 team round robin, there will be 3 groups of 4 teams. The winner of each group will advance to the semi-finals. The best 2<sup>nd</sup> ranked team from all groups will also advance to the semi-finals.

**14 teams** – In a 14 team round robin, there will be 4 groups (2 groups of 4 teams and 2 groups of 3 teams). The winner of each group will advance to the semi-finals.

## **Determining the Round Robin Group Final Standings (8, 10, 12 & 14 team formats)**

1. The team with the most points (win – 2 pts, draw – 1 point) is the winner of the group.
2. If two teams have the same number of points, the winner will be determined by the record of how the two teams did against each other during the round robin.
3. If the teams tied, the winner will be determined by the team with the best goal differential (goals scored minus goals against) from the total games played during the round robin.
4. If the teams are still tied, the winner will be determined by the team which has scored the most goals during the round robin.
5. If the teams are still tied, the winner will be determined by the record of how the two teams did against each other during the regular season.
6. If the teams are still tied, the winner will be determined by the best goal differential from the games played only between the two teams during the regular season. (Some teams play each other twice during the regular season).

7. If all else fails to break the tie, the winner will be determined by the team who was ranked the highest during regular season.

### **Determining the Best 2<sup>nd</sup> Ranked of the Round Robin Groups (10 & 12 team formats)**

Only teams that came 2<sup>nd</sup> in their respective groups are eligible to win the final spot in the semi-finals. The following rules apply to determine which of the 2<sup>nd</sup> ranked teams of each group will advance:

1. The team with the most points will advance as the best ranked 2<sup>nd</sup> place team.
2. If any of the teams are tied with the highest points, the team that advances will be determined by the team with the best goal differential from the total games played during the round robin.
3. If any of the teams are still tied, the team that advances will be determined by the team which has scored the most goals during the round robin.
4. If all 3 teams are still tied, skip to #6. If only 2 teams are still tied, the team that advances will be determined by the record of how the two teams did against each other during the regular season.
5. If the teams are still tied, the team that advances will be determined by the best goal differential from the games played only between the two teams during the regular season. (Some teams play each other twice during the regular season).
6. If all else fails to break the tie, the team that advances will be determined by the team who was ranked the highest during regular season.

### **Determining Each Semi-Final Game (10, 12 & 14 team formats)**

The teams in each semi-final game will be determined by the rank of each team throughout the round robin. Only the 4 teams that advance to the semi-finals will be ranked. They will be ranked as:

- Playoff Rank # 1
- Playoff Rank # 2
- Playoff Rank # 3
- Playoff Rank # 4

To determine the ranking of each advancing team the following must be applied:

1. The team with the most points will be ranked as # 1, and the team with the second highest points will be ranked as # 2 and so on.
2. If any of the teams are tied on points, the rank will be determined by the team with the best goal differential from the total games played during the round robin.

3. If any of the teams are still tied, the rank will be determined by the team which has scored the most goals during the round robin.
4. If more than 2 teams are still tied for any rank, skip to #6. If only 2 teams are still tied, the rank will be determined by the record of how the two teams did against each other during the regular season.
5. If the teams are still tied, the rank will be determined by the best goal differential from the games played only between the two teams during the regular season. (Some teams play each other twice during the regular season).
6. If all else fails to break the tie, the rank(s) will be determined by the team who was ranked the highest during regular season.

### **Tie Breaking for the Semi-Final and Final games**

1. Two ten-minute periods will be played. The first team which scores within the time period will be declared the winner (Golden Goal)
2. If the teams are still tied, FIFA penalty kicks will be taken.

#### Taking of FIFA penalty kicks:

1. The referee shall choose the goal at which all of the kicks shall be taken.
2. He / she shall toss a coin and the team whose captain wins the toss will take the first kick.
  - a) Both teams shall take five kicks.
  - b) The kicks shall be taken alternatively.
  - c) If, before both teams have taken five kicks, one has scored more goals than the other could, even if it were to complete its five kicks, the taking of kicks shall cease.
  - d) If the scores are still tied at the end of the kick off, the taking of the kicks shall continue, until such time as both have taken an equal number of kicks (not necessarily five more) and one has scored more than the other.

Only players on the field at the end of the game may participate in the penalty kick competition and no player may take a second kick until all other eligible players, including the goalkeeper, have taken a kick.

## Round Robin Tournament Schedule 8 Teams

Schedule	Week 1	Week 2	Week 3	Semi-Finals	Finals
<b>Group A</b>	A1 vs A4	A3 vs A1	A1 vs A2	<b>Group A Winner Vs Group B Runner-Up</b>	<b>Winner Semi-Final # 1 vs Winner Semi-Final # 2</b>
	A2 vs A3	A2 vs A4	A4 vs A3		
<b>Group B</b>	B1 vs B4	B3 vs B1	B1 vs B2	<b>Group B Winner Vs Group A Runner Up</b>	
	B2 vs B3	B2 vs B4	B4 vs B3		

### Seeding the Each Playoff Team

Regular Season Final Position	Group A	Group B
<b>1<sup>st</sup></b>	A1	
<b>2<sup>nd</sup></b>		B1
<b>3<sup>rd</sup></b>	A2	
<b>4<sup>th</sup></b>		B2
<b>5<sup>th</sup></b>	A3	
<b>6<sup>th</sup></b>		B3
<b>7<sup>th</sup></b>	A4	
<b>8<sup>th</sup></b>		B4

## Round Robin Tournament Schedule 10 Teams

Schedule	Week 1	Week 2	Week 3	Semi-Finals	Finals
<b>Group A</b>	A1 vs A4	A3 vs A1	A1 vs A2	<b>Playoff Rank # 1 vs Playoff Rank # 3</b>	<b>Winner Semi-Final # 1 vs Winner Semi-Final # 2</b>
	A2 vs A3	A2 vs A4	A4 vs A3		
<b>Group B &amp; Group C</b>	B1 vs C2	B1 vs B3	B1 vs B2	<b>Playoff Rank # 2 vs Playoff Rank # 4</b>	
	B3 vs B2	B2 vs C3	C1 vs B3		
	C3 vs C1	C1 vs V2	C2 vs C3		

### Seeding the Each Playoff Team

Regular Season Final Position	Group A	Group B	Group C
<b>1<sup>st</sup></b>	A1		
<b>2<sup>nd</sup></b>		B1	
<b>3<sup>rd</sup></b>			C1
<b>4<sup>th</sup></b>	A2		
<b>5<sup>th</sup></b>		B2	
<b>6<sup>th</sup></b>			C2
<b>7<sup>th</sup></b>	A3		
<b>8<sup>th</sup></b>		B3	
<b>9<sup>th</sup></b>			C3
<b>10<sup>th</sup></b>	A4		

## Round Robin Tournament Schedule 12 Teams

Schedule	Week 1	Week 2	Week 3	Semi-Finals	Finals
<b>Group A</b>	A1 vs A3	A2 vs A1	A1 vs A4	<b>Playoff Rank # 1 vs Playoff Rank # 3</b>	<b>Winner Semi-Final # 1 vs Winner Semi-Final # 2</b>
	A4 vs A2	A3 vs A4	A2 vs A3		
<b>Group B</b>	B1 vs B3	B2 vs B1	B1 vs B4		
	B4 vs B2	B3 vs B4	B2 vs B3		
<b>Group C</b>	C1 vs C3	C2 vs C1	C1 vs C4	<b>Playoff Rank # 2 vs Playoff Rank # 4</b>	
	C4 vs C2	C3 vs C4	C2 vs C3		
<b>Group D</b>	D1 vs D3	D2 vs D1	D1 vs D4		
	D4 vs D2	D3 vs D4	D2 vs D3		

### Seeding the Each Playoff Team

Regular Season Final Position	Group A	Group B	Group C
<b>1<sup>st</sup></b>	A1		
<b>2<sup>nd</sup></b>		B1	
<b>3<sup>rd</sup></b>			C1
<b>4<sup>th</sup></b>	A2		
<b>5<sup>th</sup></b>		B2	
<b>6<sup>th</sup></b>			C2
<b>7<sup>th</sup></b>	A3		
<b>8<sup>th</sup></b>		B3	
<b>9<sup>th</sup></b>			C3
<b>10<sup>th</sup></b>	A4		
<b>11<sup>th</sup></b>		B4	
<b>12<sup>th</sup></b>			C4



## Round Robin Tournament Schedule 14 Teams

Schedule	Week 1	Week 2	Week 3	Semi-Finals	Finals
<b>Group A</b>	A1 vs A3	A2 vs A1	A1 vs A4	<b>Playoff Rank # 1 vs Playoff Rank # 3</b>	<b>Winner Semi-Final # 1 vs Winner Semi-Final # 2</b>
	A4 vs A2	A3 vs A4	A2 vs A3		
<b>Group B</b>	B1 vs B3	B2 vs B1	B1 vs B4		
	B4 vs B2	B3 vs B4	B2 vs B3		
<b>Group C &amp; Group D</b>	C1 vs D3	C1 vs C2	C3 vs C1	<b>Playoff Rank # 2 vs Playoff Rank # 4</b>	
	C2 vs C3	D1 vs C3	C2 vs D2		
	D1 vs D2	D2 vs D3	D3 vs D1		

### Seeding the Each Playoff Team

Regular Season Final Position	Group A	Group B	Group C	Group D
<b>1<sup>st</sup></b>	A1			
<b>2<sup>nd</sup></b>		B1		
<b>3<sup>rd</sup></b>			C1	
<b>4<sup>th</sup></b>				D1
<b>5<sup>th</sup></b>	A2			
<b>6<sup>th</sup></b>		B2		
<b>7<sup>th</sup></b>			C2	
<b>8<sup>th</sup></b>				D2
<b>9<sup>th</sup></b>	A3			
<b>10<sup>th</sup></b>		B3		
<b>11<sup>th</sup></b>			C3	
<b>12<sup>th</sup></b>				D3
<b>13<sup>th</sup></b>	A4			
<b>14<sup>th</sup></b>		B4		

## **Year end Player Evaluation Guidelines**

(This is an attempt to provide some **SKILL** rating guidance)

1. Is a warm body on the field
2. Is semi-fit, no knowledge of soccer, skills are 20%
3. Is fit, some soccer knowledge, skills are 30%
4. Is semi-fit, could have lots of soccer knowledge or need some direction, skills are 40%
5. Is starting to be effective on the field, fit, has some soccer knowledge, able to play, skills are 50%
6. Can play the game, good game knowledge, fit, fairly effective on the field, skills are 60%
7. Very good in one position, fit, good game knowledge, effective, good ball control, skills are 70%
8. Solid player, strong in 2 positions, fit, never gives up, strong endurance, very effective, very good ball control, has speed, game smart, helps and leads other players on his line, skills are 80%
9. Solid player, very strong in all positions, very fit, never gives up, strong endurance, very effective, very good ball control, has speed, game smart, can take ball through a few people and not lose it, controls game, skills are 90%
10. Controls the game, very solid, very strong in all positions, very fit, never gives up, strong endurance, amazing ball control, very fast, extensive game smarts, can take ball from one end of the field to the other and finish every time, control game, strong leadership for the whole team on field and always effective, good sportsmanship, skills are 99%

**PLEASE NOTE:** Player evaluations are a number one (1) through ten (10), No fractions please. All evaluations should be done the last game / week before the Round Robin. The preferred process is that two managers from each team meet in the middle of the field at half time of this game and all four of you evaluate both teams. Use an existing game sheet to record your numbers. It is essential to get all four doing this at the same time so we get a more consistent rating throughout the league. This will result in better balanced teams for the following year. Then please email the results to the coordinator on the provided game sheet which is in Excel.

