



Coach's Game Day Procedures

Teams will need to use the GotSoccer accounts to print game cards before the game (see instructions below).

Teams downloading game reports from their team account will need to:

- 1) Log into the team account using username and password.
- 2) Click on the league name, MSPSP Fall 2011 Registration under Event Applications.
- 3) Click on the Schedule tab
- 4) Click on the PDF icon next to the game number.
- 5) When the PDF is opened the game report will appear. It will be time stamped and will contain score call in information.

Please double-check ALL game reports to make sure the below information is provided in its entirety:

1. Age Group
 2. Gender
 3. Division, if age group has more than one. (Premier 1, Premier, 2, Classic, etc)
 4. Date game is played
 5. Game time
 6. Game #. This number is found on the OFFICIAL GotSoccer GAME REPORT.
 7. Field location.
 8. Home Team name.
 9. Visiting Team name.
 10. Indication for Home and Away Team.
 11. Team Color. (color of uniform)
 12. List each player's uniform number and FULL NAME.
- A. NOTE ON THE GAME REPORT & TEAM ROSTER FORM ANY PLAYER OR TEAM OFFICIAL SITTING OUT RED/YELLOW CARDS, TEAM DISCIPLINE OR INJURY in the Reason for Sitting Out column.
13. Name of the Head Coach, Assistant Coach and Team Manager.
 14. Print 1 copy of your game reports and take to your designated field.

Before the game starts, the following must be done.

- A. Pay the Referee and Linesman fees, each coach pays half.
- B. If Home team, give Referee addressed stamped envelope to return Game Report to Statistician.
Show Referee the Referee Game Instruction Sheet, which has proper fees, Game Duration, and things referees are responsible for, if requested.
- D. Discuss with the Referee any rules that may differ from other leagues. Games must be played according to the PREMIER PROGRAM RULES AND REGULATIONS.

If the game is forfeited due to (one) team not showing up for the game, no referee fees are to be paid.

Referees get paid in full even if the game is cancelled at the game site.

Rule 5, Section 9. Team Display of Sportsmanship.

The traditional line-up for good sportsmanship shall take place prior to the start of the game and be presided over by the referees and coaches. All players, substitutes, coaches, assistant coaches, and managers shall participate. Infraction of this rule constitutes ungentlemanly conduct and is subject to disciplinary action as such.

3. After the Game ends, the following must be done.

A. Have the Referee complete the Game Report & Team Roster Form. Each coach is to review the form for its accuracy for goals scored and cards issued and sign in the appropriate area. After both teams have

reviewed and signed the form, return a copy to the Home Team, a copy to the Visiting Team, a copy for Referees records, a copy in the envelope provided by the Home Team and mail to the Premier office within 24 hours.

B. The Winning Team Coach or the Home Team in case of a Tie must report the score in GotSoccer (see instructions below). ALL SCORES FOR ALL AGE GROUPS MUST BE REPORTED. Also, all clubs must call in the score to GotSoccer at the designated call-in number, located on top of MSPSP Game Report, within **48 hours** of the date of the game.

1. Phone-In Scores: (Located on Game Report)
 2. Update Game Record press 1
 3. Event ID: (Located on Game Report) followed by #
 4. PIN: (Located on Game Report) followed by #
 5. Enter game number followed by #
- A. Enter scores press 1

Rule 5, Section 4. Reporting of Scores.

The winning team is responsible for reporting the score immediately following the game. In the event of a tie score, the home team shall be responsible for reporting the score. If A Game Score Is Not Called In Within Forty-Eight (48) Hours Of The Date And Time The Game Is Played, A Penalty Of \$25.00 For Each Violation Shall Be Imposed Upon The Team In Violation. Call in scores for games that have been played in their entirety. Do not call in forfeits, MSPSP decides forfeits and will post the scores accordingly.