

PLEASE READ THIS EMAIL IN ITS ENTIRETY
SCDSL GAME DAY INSTRUCTIONS for the 2015 FALL SEASON

Here are the Game Day Procedures for the SCDSL 2015 Fall Season (*I would suggest printing and keeping with you for all game day information*). *This document will be available on the SCDSL website under RESOURCE CENTER > LEAGUE DOCUMENTS > GAME DAY PROCEDURES*

Game Day Instructions for Showcases will be emailed separately.

GAME REPORTS:

Home team is responsible for bringing 3 copies of the Game Report to the game. It is suggested that visiting teams bring copies as well, just in case. (Games will not be forfeited if someone forgets a Game Report). Go to www.scdslsoccer.com > Club Directory > Your Club > Your Team > Team Login > Use your email and PIN# to login > TEAM PAGE. You have to be logged in to your team page to print your Game Report.

Once on your team page, go to your schedule at the bottom of the page (you may have to click "show schedule" in order to see your schedule).

Click on the blue "vs" in between the team names. The "Official Pre-Match Lineup" will appear. Do not update the player eligibility field. That should be left alone. If you mistakingly click on player names the system will add red cards to your overall count and this cannot be undone.

Click on the tab at the top of the page that says "PRINT GAME REPORT PDF". This will convert the Game Report to a PDF that you will print 3 copies of. In the upper right corner of the pdf, you will see the Match # and the date you are printing the report. Don't panic and think this is your game date and time. It's only to verify time and date report is printed.

If the opposing teams roster is not on the GAME REPORT, please email nancy@scdslsoccer.com and let her know so she can follow up with the club. If the roster is still not on the Game Report by game day, the opposing team will need to handwrite their roster on the Game Report.

To print your Game Report, right mouse click on the pdf and select "print" (make sure you print 3 copies).

Keep your game reports for the season in case there are questions that arise. The SCDSL may contact you for a copy of your Game Report so please do not throw it away or destroy it. DO NOT MAIL YOUR GAME REPORTS TO THE SCDSL OFFICE. We do not keep them.

CLUB PASS RULE:

If you have a player(s) from your club that is (are) playing on your team (and are age appropriate), write the player name and player id# on all 3 copies of the game report. Players **MUST HAVE THEIR PLAYER ID CARD (Cal South card) in order to be eligible to play in the game. Players CAN ONLY PLAY IN ONE GAME PER DAY.** There is no special card for the club pass, the player just needs their player ID cards and medical release form.

No player card. No game. For U8 thru U10 teams you can CLUB PASS no more than 5 players to a team. For U11 thru U19 teams you are allowed to CLUB PASS no more than 8 players to your team.

ONLY A GOALKEEPER CAN PLAY IN TWO GAMES A DAY (league games). PLAYERS CANNOT PLAY REGULAR LEAGUE GAMES AND THEN PLAY IN SHOWCASE GAMES THE SAME DAY AND VISA VERSA. ONLY A GK CAN PLAY TWO LEAGUE GAMES A DAY. GOALKEEPERS MAY PLAY AS A FIELD PLAYER FOR THEIR OWN TEAM BUT IF THEY ARE PLAYING ON A SECOND TEAM THEN THEY CAN ONLY PLAY IN GOAL FOR THE TEAM THAT IS NOT THEIR MAIN TEAM.

BEFORE THE GAME:

Give all 3 copies of the Game Report to the referee along with your player id cards. Each team should pay half of the established referee fees. **If you do not know what the referee fees are go to the Resource Center on the website > CLICK ON League Documents > Referee Fees.**

PARENTS & SPECTATORS (IMPORTANT):

RESOURCE CENTER > LEAGUE DOCUMENTS > FIELD SET-UP GUIDELINES. This document will assist you and your spectators in where everyone should sit during a game.

Parents/spectators all sit on one side of the field. Home team coach will chose which side of mid-field the home team sits on. Each team parents/spectators will **mirror their respective team/coach on the opposite side of the field.** Parents are to stay on their side of midfield. **PARENTS/SPECTATORS DO NOT SWITCH SIDES AT HALF-TIME. They are to stay where they are the entire game.** Please make sure ALL spectators understand what is expected of them on the sidelines during SCDSL games. Clubs, DOC's and coaches will be held accountable for the sideline behavior of their spectators. I would recommend printing a copy of the SCDSL rules in case the referees do not know them. This is a learning process for everyone and the more prepared Team Managers are and the more information they have available to answer questions, the better things will go.

Managers should introduce themselves to each other prior to the game. If there are issues with parents/spectators from the opposing teams, parents/spectators are NOT to get confrontational with the opposing team. Managers should communicate with each other and each manager should deal with their own sideline issue. Parents/spectators are NOT to talk, criticize or bother the Assistant Referee on their side of the field. Referee Associations have been instructed that if this does occur, the AR will inform the center ref and the person causing the problem will be sent away from the field.

PARENT EJECTIONS – ANY parent ejected from a game will serve a MINIMUM of a 2-game suspension that will be enforced by the coach AND the manager. If a parent fails to serve their suspension, the coach of the team will be suspended. I would suggest notifying your parents of this policy and encouraging them to monitor their sideline behavior. Poor sideline behavior by parents will not be tolerated and suspensions may be longer than 2-games depending on the severity of the offense.

AFTER GAME:

Both teams should sign all 3 copies of the match report. Make sure both teams verify the information recorded by the referee, including score, cards, who scored, etc. **REFEREES DO NOT MAIL IN COPIES OF THE SCDSL MATCH REPORTS SO YOU DO NOT HAVE TO SUPPLY ENVELOPES OR STAMPS. Referees are only to keep player cards in the case of Violent Conduct or Referee Abuse. No other incident requires the referee to keep the player cards and all cards should be returned after the completion of the game.**

MAKE SURE YOU RECEIVE YOUR TEAM CARDS, not the opposing team cards by mistake. Any card that a referee keeps will be mailed to the SCDSL office. We will contact the team with further instructions if a Disciplinary hearing is required. Player cards will be returned to the team by the SCDSL office.

SCORE REPORTING – CALL IN VIA PHONE:

HOME TEAM is responsible for calling in the score within 3 hours of game ending.

1. Call, toll free **866.334.6294**. When prompted, say or enter the PIN# of the SCDSL which is **1534**. **(NOTE~ this is the SAME PIN# from last season so make sure you've got the correct PIN# when reporting scores).**
2. **(A different PIN# will be provided for SHOWCASE EVENTS. This PIN# only works for regular league games)**
3. You will then be told the division, teams playing and field location - if this information is correct, confirm by saying "yes"
4. When asked, say or enter the score for each team, then confirm.
5. Say goodbye or hang up. **IMPORTANT ~ you MUST call in the score or you will not be able to access the online stats until the score has been called in. ONLY HOME TEAM CALLS IN SCORE.**
6. **If you call in the wrong score, you can call in again and correct the score. It will over-ride the score in the system.**
7. Please pay attention to the GAME # of the score you are reporting. If you call in the score to the WRONG GAME #, you need to notify Michelle Romero at the SCDSL VIA EMAIL so she can correct the score. You will need to email the wrong game number so it can be corrected.
8. If the home team does not report the score within 3 hours of the end of the game, the visiting team can call the score in without notifying the SCDSL.

SCORE REPORTING – VIA PhoneItIn application on a smart phone:

From your smart phone (Android or Iphone), download the free application **"PhoneItIn"** by Demosphere. Once you have downloaded the application you will use the PIN# for our league **1534** and your Game #. Once those are entered, the game information will appear. Confirm the information is correct and then follow the simple instructions for entering the score of the game and then save. It's very simple and takes less than 30 seconds to submit the score. **ONLY HOME TEAM POSTS THE SCORE.**

ONCE the score has been reported, **each team** does the following:

1. Login to your **TEAM PAGE**.
2. Go to your schedule and you should see the game score once the home team has called in the score. Click on the score.

3. The match report will appear. Click on the tab that says “**SWITCH TO POST MATCH MODE**” then click on the green bar above your team that says “**EDIT (your team) Match Stats/Events**”.
4. The Match / Stat page will appear. Record all cards and what they were issued for following the Codes on the bottom portion of the page.
5. Record Goals & Assists. The system will only let you record goals that match the final score of the game that was reported. You do not have to complete the MVP and honorable mention for the team. This does not apply to the league.
6. Record all information and **CLICK SAVE**. **You must CLICK SAVE or all of your information will be lost**. BOTH TEAMS SHOULD KEEP THEIR COPIES OF THE MATCH REPORTS FOR THE SEASON IN CASE THERE IS A DISCREPANCY IN WHAT WAS REPORTED.

REPORTING SPECIFIC CARDS:

CARD REPORTING POLICY FOR 2015 FALL SEASON - The SCDSL is no longer tracking single yellow-cards in any age group. ALL DOUBLE-YELLOW and RED cards MUST BE REPORTED

All teams have 24 hours to post VIOLENT CONDUCT ejections for their team. All teams have 48 hours to post ALL ISSUED DOUBLE-YELLOW AND RED CARDS IN A GAME FOR THEIR TEAM. If a team does not post red/double-yellow cards within the allotted amount of time, there is a monetary fine imposed on the club for failure to follow the rules. Any discrepancies should be reported to Nancy Wagner at the SCDSL office at nancy@scdsslsooccer.com and she will ask the opposing team for their copy of the match report. This league is based on an honor code of ethics and there is no need to cheat or not record the actual information from the game.

Points will be deducted double yellow card (2pts), red card (3pts). Coach ejections count for 3 pts. Suspension guidelines are included in the SCDSL Rules & Regulations posted under RESOURCE CENTER on the SCDSL website.

There is no such thing as a yellow card for a coach. Coaches may be sent off without being shown a RED CARD. If your coach is sent off, you are to EMAIL nancy@scdsslsooccer.com within 24 hours of the ejection and it must also be recorded on the Match / Stat page.

If you have questions OR ISSUES at your game, please go through your Club Admin first and if they don't have an answer, they will contact me. PLEASE DO NOT CALL MY CELL PHONE ON GAME DAYS. It's imperative that you make your main point of contact your Club Admin or DOC!

Good luck to you all this season! Enjoy your games!