Montclair Soccer Club
Clippers Manager Manual

Written by Elizabeth Wells and Amy Gurowitz

Introduction

The purpose of this handbook is to help guide Montclair Soccer Club competitive team managers through the process and details of managing a Clippers team. Managing a competitive team is quite different from managing a recreational (rec) team, which some of you may have done before. Much of the work that is done for you by others in rec, you need to do yourself in competitive (parts of the registration process, scheduling, etc); and there is more to do on a competitive team (tournaments for example).

While there is a lot of detail and information, rest assured that it really does come together and after your first season you will have the hang of it. There are also people you can ask for help if you cannot find answers in this manual or at www.montclairsoccerclub.org.

This manual will guide you through the process. It is set up to give a lot of information on the somewhat more intricate parts (US Club registration and Norcal scheduling), and then as an FAQ for some of the more straightforward topics.

What this manual does not spell out in detail is that the teams that run most smoothly have managers who shepherd their team through the seasons by communicating and cheerleading. You are the ones who will often be the liasons between the coach and the team (depending on your coach). You can send friendly reminders, remind people to bring rain gear to rainy games, warn people that games are coming up, explain state cup, etc.

1.0   WHAT ARE ALL OF THESE ORGANIZATIONS/WEBSITES?

Montclair Soccer Club (MSC) is your local club. We use *Sportability.com* as our registration system. A lot of useful information is available on our website: www.montclairsoccerclub.org.

Jack London Youth Soccer League (JLYSL) is a regional organization that is comprised of MSC, EBU, OSC, Alameda Soccer Club, Grass Valley, and Piedmont Soccer Club. JLYSL teams share fields for games (not practices) and we share a referee pool. You will schedule home games through the JLYSL scheduler and he uses *Mysoccerleague* (MSL) to schedule fields.

Norcal is the Northern California Premier Soccer league. Norcal organizes fall, winter, and spring league games for U9-U23 and its own State Cup Tournament.

The full mission statement can be found on its website at: http://www.norcalpremier.com/about/missionstatement/index_E.html

For each season and state cup, there are rules listed in Norcal. It is useful for managers as well as coaches to read these rules in case questions come up.

Norcal's website is how you communicate with your opposing teams.

Gotsoccer is the website used by many clubs for tournaments, and by Norcal to register U14 and older teams that play silver, gold, or premier flight for league, and all U14 and older teams for state cup.

US Club Soccer (US Club) is the organization that supplies player, coach, and manager cards for teams playing in Norcal. US Club is a non-profit organization whose mission is to develop competitive club soccer in the United States. US Club issues player and staff cards and sanctions leagues, tournaments and other soccer programs for its members. US Club Soccer annually conducts the National Cup and the National Collegiate Showcase and directs its own player identification and development program. Check it out at www.usclubsoccer.org.

2.0   US CLUB PLAYER AND STAFF PASSES

Note that as of this writing, US Club is using a new online system that is not yet up to speed. We are providing as much information as we can at this time and will update you with specific instructions via email. There are basically four things that you will need to deal with in US Club:

1) All staff, coaches and managers, must have a staff card and must do a background check prior to getting one.

2) Managers will need to collect proof of birth (POB) from all players. This can be a birth certificate or a copy of a current passport. The best way to do this is to have parents email them to you. You will need to upload these to US Club. This only happens once when a player is entered so you will only need to do it for players new to Clippers.

3) You will need to have US Club medical waivers with wet signatures from all players. These will go into a team binder, with the player cards, to have on the field at all times.

4) You will receive an email with a PDF of all staff and player cards. US Club typically takes 2 to 5 days to process the cards. Player passcards are good for 1 year, from August 1 through July 31. For spring season you will use existing cards for players who are continuing with MSC Clippers (regardless of which competitive team). For new players you will get new cards. For the full team you will need a new set starting August 1.

- Print the cards on plain, white non-perforated card stock
- Suggested card stock: 65-110 pound, white, smooth finish
- Cut the cards where indicated, fold them, and then laminate the cards.
- Place the completed staff and player cards on a metal binder ring. These cards are used on game day by the referees to check players in and confirm team staff.

3.0   NORCAL LEAGUE REGISTRATION

To play in Norcal, each team will be registered through the Norcal website. Registration in Norcal is completed by the Director of Coaching (DOC) and MSC Norcal Rep. The specifics for league and State Cup registration are discussed below.

3.1   FALL AND SPRING LEAGUE

MSC will register teams and pay for league play in fall and spring. The MSC DOC will talk with each team's head coach to determine the appropriate flight of play.

For older teams, U14 and above, that play silver or gold flight, league registration is completed through www.gotsoccer.com. Team managers need to provide the MSC Norcal Rep with their gotsoccer login information. See addendum to this manual for Gotsoccer instructions.

MSC will pay for all league play. Individual teams are asked NOT to register for league play themselves (unless U14 and older and working directly with the MSC Norcal Rep).

3.2   SETTING UP A TEAM PAGE AND CREATING A ROSTER IN NORCAL

Once a team is registered with Norcal a team page is created and login information is sent to the coach and manager who have been entered (if this is their first time using Norcal). At this point the manager can go into Norcal and set up their team page by changing the page color to red and white, inputting the home and away uniform colors, and entering any additional staff.

You will also need to create a roster in Norcal. To do this, login and click on roster, then click add returning player or new player. For new players you will then be prompted to type in the last name of the player you want to add. This information is pulled from US Club so anyone with that last name will come up and you can choose the correct player. If the jersey # does not transfer over from US Club, you will have the opportunity to add

this as well. Once you have entered all of your players, the roster will automatically show up on all match reports.

3.3   COMMUNICATION FROM NORCAL

Whoever is entered into Norcal as team staff will get emails from Norcal. Pay attention to these as they include information like: "Fall brackets have now been posted. Please check and make any comments by the following date. Comments might make include things like: we are erroneously in the wrong age/gender bracket. Or, a team in our Copper bracket won Gold flight last season, etc."

3.4   STATE CUP

Norcal State Cup is open to all ages groups and levels. It is a tournament that is played out over several months. While the timing varies depending on age group and level of competition, play generally starts during Fall and ends in Winter or Spring. State Cup operates totally separately from League play. The format is normally roughly as follows (it varies a bit by age group/level of play): 3 qualifying games followed by reflighting, 3 more qualifying games followed by another reflighting. Then quarter finals. At that point the teams move into elimination rounds. In other words, all teams are guaranteed 6 qualifying games and a quarter final match. But only the winner of the quarter final match goes on to the semi finals, and the winner of that to the finals. Every level and age group has their own series (so there is U13 Bronze State Cup, Silver State Cup, etc). Teams playing in State Cup will have a number of 2-game weekends throughout the Fall season when they have a league and a State Cup game in the same weekend.

MSC will NOT register individual teams for the Norcal State Cup tournament and will NOT pay for State Cup registration. It is up to the Clippers team manager to register for State Cup and for each team to pay the registration fee.

To register for State Cup, follow the instructions on the "Start Screen" for the individual Norcal team page. We recommend the Clippers coach work with the MSC DOC to determine the appropriate flight.   The Clippers manager will need the following information to complete the application:

- Head coach name, cell number, and email
- Assistant coach name, cell number, and email
- Manager name, cell number, and email
- Selected flight
- Birthdate of oldest player
- Information for previous season (or previous Fall), league, flight, and record (W-L-T),
- Information for the previous State Cup, including flight, record (W-L-T), and standing,
- Information for most recent tournament, including date, flight, record (W-L-T), and place.

For older teams, U14 and above, State Cup registration is completed through www.gotsoccer.com; follow the instructions on the general Norcal State Cup page at http://www.norcalpremier.com/statecup/u14u18/index_E.html.

State cup involves a wide ranger of teams in each age group. Norcal works to "seed" these teams properly so that competition is at the appropriate level for each team. After

the first few games, teams are re-seeded based on the results of the first round. To make sure that your team is seeded properly, watch all emails from Norcal for comment on rankings. Before state cup scheduling begins hey will normally send out a list of all teams in an age group, with an initial ranking. They willl then ask for comment. Managers and coaches email them back with information about why they are ranked too low or too high bases on past scores. For example, in a recent season one team was ranked 59 out of 100. That was pretty close—this teams should neither have been a lot higher nor a lot lower. But this team was ranked below 6 teams that they had beaten in the previous season. This information was sent to Norcal and the team was moved. With information from all of the managers and coaches, Norcal works to make the rankings better reflect past competition. Because of the number of teams this is never perfect but again, teams are re-seeded after the first round. Questions about seeding should be directed to the DOC.

Note that state cup schedules come out in phases (ie. First three games, second three, elimination rounds). Communicate this to your team and put in "place holder" dates, explaining that these may change. For example, many teams play state cup final matches the weekend before Christmas. If players and families aren't asked to hold these dates, they won't know what's coming!

4.0   TEAM REFEREE REQUIREMENTS

Refereeing is one of the most important responsibilities of teams. This is especially critical for competitive teams as throughout the year they use more referees than recreational teams. Teams will be fined for each credit not fulfilled.

Providing referees to the league is the responsibility of each team. Referee requirements for Norcal teams are mandated by the Jack London Youth Soccer League Board of Directors. As of Spring 2014, the requirements are as follows:

- 2 referees for U9-U10 (minimum 1 adult) to officiate 6 Game Credits
- First season U9 competitive teams are exempted
- 3 referees for U11-U19 (minimum 2 adults) to officiate 15 Game Credits (we expect this to go up significantly next season)
- $30 fine per game credit not covered

Game Credit All assignments receive 1 credit with the exception of U15-19 center ref positions which receive a .5 credit bonus.

Each referee must officiate at least 3 games for the game credits to be counted toward the team. Note that these requirements apply to each season (Fall and Spring), meaning that at the beginning of each season, the number of credits a team has reverts back to zero. Note that referees must re-affiliate with a team each season.

This works best when each team has several referees. These can be parents, friends, teens (good money for them) or anyone willing to affiliate their ref credits to your team. The referees linked to your team need not be parents on the team.

Review and stay up to date on referee requirements at
http://www.jlysl.org/refereeteam.asp.

In the event that there is not a complete referee team (1 center ref and 2 assistant refs), the visiting team will be able to protest the match. For U10 and under games, there will normally not be a complete team and other teams are generally ok with this. The visiting team also has the first choice to fill the assistant ref position. It is highly suggested that competitive teams have a team referee ready at each home game so that they can fill an assistant ref position if needed. If no licensed referee is available, a parent referee may be used at the discretion of the center ref.

Note that State Cup adds 3 more home games. This year there is no added ref requirement for teams participating in state cup, but we anticipate that there will be in the future.

5.0   SCHEDULING GAMES

Norcal sets the game dates for league play. Each team is asked to stick with the assigned dates as much as possible. Clippers team managers are responsible for requesting fields for HOME games for the assigned dates from the Jack London (JL) match secretary. Once the home field and time have been finalized by the JL match secretary, the Clippers manager will be notified and then is responsible for entering the game time and field into their Norcal team page to notify their opponent, and in their Teamsnap page to notify their team (or whatever method you use for communication).

Different teams approach this differently. Here is the approach of one experienced team manager who has scheduled Norcal games for the past several years:

- Teams with volunteer coach: Check with coach for any scheduling parameters (days they can't do, time conflicts, etc).
- Teams with Professional Head Coach (PHC): Check with your PHC to see how they want to manage scheduling for their various teams. For example, they may want to schedule games for one team in the morning and another in the afternoon.
- For away games, send message through Norcal messaging system (see Section 7.2 below) to opponent requesting any special needs (i.e., "We would really appreciate it if this game could be scheduled before 2:00.").
- For home games, request fields for the times your coach prefers (see Section 7.1 below).
- Some teams check with opponent before scheduling home games. For example, they might say "Does an afternoon game work for you?" This is done through the Norcal messaging system. While this is a very nice courtesy, it is not required.
- Note the norm within Norcal is to be as flexible as you can reasonably be. All soccer clubs and teams have field issues, conflicts, etc.
- Finally, schedule early. This same experienced manager schedules home games and communicates issues to opponents right when Norcal opens the system for scheduling. This makes it easier on the manager because this allows for fewer conflicts that have to be worked around.

5.1   REQUESTING FIELDS FOR HOME GAMES

To request a field for a home game, the Clippers team manager fills out a HOME GAME FIELD REQUEST form. The form is online, easy to fill out, and goes directly to the JL

Match Secretary when submitted. It provides the JL Match Secretary with all the information he needs. Once the JL Match secretary assigns a field and time, he enters this information into www.mysoccerleague.com (MSL) and the Clippers manager is notified of the assignment via email from MSL. MSL is the system that field schedulers use to post all schedules (rec and comp). You do not need a login for MSL.

The Field Request Form and very detailed instructions for completing it can be found at: http://www.jlysl.org. Scroll down to find Norcal game scheduling.

It is very important that managers follow these instructions. The JL Match Secretary has to schedule fields for every competitive team in JLYSL at every age group (that's Clippers, Bay Oaks, Islanders, Highlanders, and OSC, U9-19, boys and girls). That is a lot of teams. He cannot manage one on one communication with team managers.

If there is any problem, you should NOT contact the JL Match Secretary. You should contact the MSC Clippers Rep.

Once the JL Match Secretary posts the game assignments to www.mysoccerleague.com (MSL), the team manager will get an email saying the home games were assigned a field. The manager can also go into MSL and get the game information (field and time.

To look up field assignments:
· Go to www.mysoccerleague.com
· Select "Jack London Youth Soccer Sports League" from the list of clubs and hit "Go"
· Find your gender and age group under the appropriate list (either "Norcal Premier…" or "Norcal Region 3/4…") and select that
· Click on "Show" teams on the left side of page
· Find your team and select it to see field and game time assignments for each game day

Finally, if you have a field cancelation, or require a field change for any reason, submit a HOME GAME FIELD REQUEST form with a note about the details of the change/cancellation. Include the reason for the change (e.g., rain out reschedule, coach in hospital, etc.). Note that field cancelations need to be seriously considered before making them. Usually referees are already assigned to the games and cancelations cause a lot of problems for our hardworking and much too small pool of referees. Changes should be submitted at least **1 week** prior to the requested change, **but in no case any later than the Tuesday (96-hour rule) prior to weekend games so as to allow for adequate processing time and referee reassignments. Teams canceling within the 96 hour window will be fined by JLYSL.**

5.2   UPDATING NORCAL TEAM PAGE

Update the Norcal team page with the game information. In Norcal, the manger can enter the game time, location, and any important information (i.e., that a field is turf, that Alameda College allows only water, etc.).

To enter this information and to send messages via the Norcal system:

· Log in to your team page at www.norcalpremier.com

- Select "Team Page" from the list of options
- Click on "Edit Games" at the top of the schedule
- Save when you are done.

IMPORTANT: You are working with different systems here. MSL is internal to Jack London. Teams in, for example, Walnut Creek, do not know anything about MSL or have any access to MSL. When a field is scheduled in MSL for a home game, you have to communicate this to your opponent through Norcal which is the only thing that you AND your opponent see.

5.3 TEAM COMMUNICATION IN NORCAL

All communication with the other team is be done through the Norcal messaging system. That way, if there is any dispute or problem, you have recourse through Norcal. With that in mind, please respond to all inquires from your opponent quickly.

To use the Norcal messaging system, do the following:
- Log in to Norcal team page
- From Start Screen, choose "Team Page"
- At top of schedule, choose "Edit games"
- For the game of interest, choose "Log"
- Type in the note/comment/question where indicated (white box)
- At the bottom of the page, choose "Save Changes"

Norcal will autogenerate an email with the note/comment/question to all contacts for that game (MSC and the opponent). If you do not receive the email, you did not save the changes or complete the process correctly.

6.0   TEAMSNAP

Most teams use a web-based communications platform like Teamsnap (though there are others). Teamsnap costs $55/year and is well worth the cost (if you opt to pay on a monthly basis, it is $6.95 per month). Through these systems you can post all games and other events and email notices to the whole team at once. Also people can post their availability for games.

IMPORTANT: This is the only thing that your players/families see. They do not see anything in Norcal so you must enter all info here. You will therefore be dealing with three systems: mysoccerleague.com for home games, Norcal for communication with opponent about home and away games, Teamsnap to convey this info to players.

Hint: Early every season game scheduling is pretty hectic. Once all games are in, triple check that Norcal, Teamsnap (or whatever you use), and MSL (for home games) all say the same thing! Anytime during the season that a change is made, do the same thing. Every season there is an example of a team that got a home field moved but didn't put it in Norcal and the opponent went to the wrong field. Result? Forfeit and fine because refs showed up to no game. Or a game gets changed by the opponent and that info doesn't get entered into Teamsnap so families go to the wrong location/wrong time.

7.0 GAME DAY DETAILS

The Clippers manager is responsible for a number of things for and on game day. Each of these is described below.

7.1 CONFIRMING REFEREES

It is the home team's responsibility to provide referees. To confirm that you have referees for each game:

- Go to www.www.mysoccerleague.com
- Select "Jack London Youth Soccer Sports League" from the list of clubs and hit "Go"
- Select the "Referees" tab
- Choose the date of the game from the list
- Find your game; they are listed by field alphabetically and then by time

If you do not have referees signed up the night before the game, contact the MSC Referee coordinators at referees@montclairsoccerclub.org.

Other things to do if you are short referees:
- Contact every ref you know.
- Have your team refs bring their ref kits.
- At the field try and grab other refs finishing games and ask them to stay.

7.2 MATCH REPORTS

The Clippers manager must bring a match report (MR), formerly called a game card, to each home game. Print out the MR within 48 hours of your game time, and not earlier. This is to ensure that all disciplinary resolutions are reflected in the MR. To print a MR:

- Log in to your team page at www.norcalpremier.com
- Select "Team Page" from the list of options
- Click on the "vs" link in the game of interest under the schedule
- Select "Print Match Report PDF"
- A pdf file will open with the MR; print it.

Before the game, cross out (single ink line) any players who will not be at the game on the MR. Do this for your team; you can ask the opposing team to do the same. Give the MR to the referee before the game.

After the game, confirm that the referee has completed the MR (filled in the score) and have the referee(s), your coach, and the opposing coach sign the MR. If the coach is not available, the assistant coach or manager (a staff person with a passcard for your team) can sign the MR. Keep the MR in your files in the event of a dispute or question.

7.3 PASSCARDS AND MEDICAL FORMS

Valid staff and player US Club Soccer player cards must be presented to the center referee prior to the start of the game. The referee will use the cards to check the players in. If a player does not have a valid card, he/she will not be allowed to play.

The original (wet) signed US Club Release/Medical form must be with the coach on the field during the game. In the event of a medical emergency, this form provides the release necessary for the player to be treated if a parent is not present.

7.4   REPORTING SCORES

The Clippers manager is responsible for reporting home game scores. Game results are to be reported no later than 24 hours after the game has concluded. To report the game score:

- Log in to your team page at www.norcalpremier.com
- Select "Team Scorekeeping" from the list of options
- Enter the score for the game
- Save.

Managers can also report scores for Away games, should the opposing team fail to enter the scores.
-

8.0   UNIFORMS

Montclair Soccer Club is now using soccer.com as our uniform and equipment vendor. Soccer.com is able to offer us the most competitive prices and fast turnaround.

Below are the detailed steps for managers to follow to assist their team in getting outfitted for the season.

If you are a new team, or have new players, figure out jersey #s. All #s should be between 2-32 and there can be no duplicates.

If you are a new team, find out from your coach if they want to use black or white practice T-shirts. Black is recommended because they don't look as grungy but either is ok. If you are an existing team, confirm what color practice team your team uses so that new players can order that color.

Go to: http://www.soccer.com/18918890/

Click on the link below MONTCLAIR SOCCER CLUB Roster Tool Access:

Click Create or Edit Teams

Choose your team from the pulldown menu. Teams are listed by year, gender, and level. For example, 01 Girls Red. The year is the birthyear of the oldest player on your team. Do not create a new team-we have created them.

You will then see your roster. Go in and enter each player's jersey #.   A "dummy" # of 0 is in there now, you will override this. If at any point in the season you add a player, you can go in and add a player and their jersey #.

Click Save.

Then click Submit Roster.

This will generate, within 48 hours, an email to your team with a link to order required and optional gear.

Send an email to the team warning them that this is coming and telling them which practice T color to order and reminding them:
   -each player must have all required items: red jersey, white jersey, red shorts, white socks, red socks, practice T (note jerseys and shorts show up in adult and kid sizes)
   -there are many recommended items that players will likely also want to order including backpacks.

NOTE ON SOCKS: ASSUMING EXISTING PLAYERS HAVE ONLY BEEN USING RED SOCKS, the team will now need white socks. Referees are increasingly requiring that teams have different color socks because often sock color is how they determine who kicked a ball out of bounds. Hopefully one person can collect sizes and order white socks for existing players so that people aren't paying a lot of shipping for every pair of socks.

NOTE ON GOALKEEPER JERSEYS: You will need to order GK jerseys (listed in soccer.com under recommended). These will have #1. There are different ways to do this. If you have a designated GK, s/he may wish to order their own, in addition to their uniform, and own it. Note that their regular jersey # will not be #1, they will have two numbers, one on their uniform and one on the GK jersey.   If they want to do this, enter them as another player called Goal Keeper (or something) and #1. Be sure to enter their position as goalie (you can ignore position for everyone else). Use their email address. As a team, you probably want to order and pay for another one in case someone else has to go in goal. To order this you could also set up a phantom player and have the email address be the manager or someone else.

Alternatively, you may not have a designated GK, or your GK may not want to own their GK jersey. In either case, again, just enter some name, #1, and the email of whoever will order it.

9. EVERYTHING ELSE

Ok, now that you have US Club and Norcal figured out, everything else is easy. See this handy FAQ.

How does my team get practice fields?
The practice coordinator will solicit requests for fields, days, and times from coaches prior to each season and then assign fields. Managers are not generally involved in this. Field space is very tight. Be patient and flexible. Questions?
practices@montclairsoccerclub.org

This is a lot of work, doesn't anyone else have to volunteer?
Yes! There are a lot of volunteer positions that Clippers teams must fulfill. For a list of required club level positions, see:
http://www.montclairsoccerclub.org/about/volunteering/

In addition to these club-level required jobs, there are other jobs that are helpful on teams including: keeping/transporting bench, keeping/transporting canopy, end-of-season party, snack coordinator (if you want snacks), food coordinator for tournament weekends, treasurer, and fund raising coordinator.

How do we deal with expenses not covered by MSC registration?
Your team will have additional expenses. These may include State Cup, other tournaments, bench, canopy, web system, etc. A sample budget can be found at: http://www.montclairsoccerclub.org/forms/coach-forms/

Many teams create an estimated yearly budget and collect a per-player amount up front at the beginning of the season. This is convenient because otherwise someone is always laying out money and collecting small amounts from each player. Many teams also do fundraising activities for the team fund, such as bake sales, car washes, garage sales, etc. It is up to each team to organize these events.

Should we do tournaments other than Norcal State Cup?
Yes! Clippers teams do a number of other tournaments throughout the year. Some teams do 2 to 3, others do many more depending on age and flight. The best way to find out about a good tournament is to talk to other coaches and the MSC DOC. Full listings can be found: www.norcalpremier.com, www.usclubsoccer.org, http://rankings.gotsport.com/rankings/events.aspx, , and http://www.soccertournament.us/.

During the fall season, Norcal does not schedule games the last weekends of September and October, as these are "tournament" weekends. Many clubs offer tournaments on these weekends, as well as during the summer, prior to the start of fall play.

What do we do if we are short players for a game?
If you are short players for a game (travel, injuries, etc.), you can borrow players from two places. First, if there are two teams in your age bracket (Red and White), Red can borrow from White. White borrowing from Red can only be done with permission from the DOC and only when used with caution. For example, it is not fair play to bring in a "ringer" from the gold team to play for the bronze team.

Second, you can borrow from the age group below you. For example, the U12 girls can borrow from the U11 girls. This cannot be done vice-versa (players can play up in age but not down).

To do this you need to add the player to your Norcal roster before the game. In addition, you must get their US Club player passcard from their coach (and return it right after the game). The borrowed player must also have an original (wet signature) medical release form at the game .

Note that for State Cup, rosters are frozen before play starts (typically early September). For U14 and above, there are Roster Open Windows in November and March to allow adjustments to team rosters. Therefore, you should add any eligible players you may wish to use in advance (and then if you don't use them it's fine). Note that players can only be rostered for one state cup per age group. In other words, if the U12 white team

and the U12 red team are both doing state cup, the white team players cannot play for the red team in state cup.

Finally, for other tournaments, you can use players (same age or younger) from other clubs too, but you must get permission from the DOC first. Then, you must obtain a US Club player loan form from the DOC or Norcal Rep to complete. As with State Cup, the borrowed player must have a US Club passcard (from his/her club) and original (wet signature) medical release form at the game.

<u>What do I do if there is a red card issued in my game?</u>
It is the team's responsibility to ensure their Red Carded player(s)/coach(s) serve the game suspensions. The referee report must be sent in within 48 hours of red being issued. The teams must send in the verification form confirming that suspensions have been served. Teams must have signed verification form by the Center Referee and coaches of both teams, verifying that Player or Coach did not participate in game. If a red card is issued against a member of your team, or against either team at a home game, please go to the Norcal website and review the latest red card procedures to make sure that you are complying with all requirements.

All U14 and older teams playing silver, gold, or premier league, will do all scheduling through Gotsoccer rather than the Norcal site.

All U14 and older teams in State Cup, regardless of level of play, will use Gotsoccer to schedule state cup games.

Contact Information for Opponents

There are two ways to find contact information:

1) For a list of all contacts in your age groups event, go to the public schedule for your League and click on your Division Schedule. On the upper right side you will see Team Contact Info. This is a live link to the list of contacts for every team in your division.

2) To find the contact information for your opponent use the following steps:

- Log In to your team GotSoccer account
- Under "Event Registration History" click on the link to the event you would like to access (ie - NorCal Fall League, NorCal State Cup Group Stage, etc)
- Click on the tab "Schedule" to view your game schedule for the event
- Click on "Chat" on the game you would like information. You should now be able to post a message for your opponent. Under the message box is the contact information for your opponent in case you would rather use general email or make a phone call.

Scheduling a game

Scheduling performed by the Team Manager/Coach may be done directly - as described above - or via a gotsoccer enabled dialog between the two teams.

- Log In to your gotsoccer Team Account (www.gotsoccer.com)

Using Chat

The "chat" function is used to allow teams to communicate with their opponents directly through the GotSoccer system. It is recommended that teams use this system so all communication can be documented and followed by NorCal. This way if there are any issues NorCal PAD or NorCal Coordinators have a simple trail to follow in regards to the incident.

To use chat:

- Under "Event Registration History" click on the event you would like to acces (ie NorCal Fall League, NorCal State Cup Group Stage, etc)
- Click on the tab "Schedule"
- Now your schedule is listed - click on "Chat" for the game you would like to access

- From the Chat screen you can post a message to your opponents GotSoccer account by typing into the box and clicking on "Send Message." This will send a time stamped message to your opponents GotSoccer account. To send the message as an email click on "Notify."
- Once you send a message you will also see a time stamp once your opponent has viewed the message. This should let you know that your opponent has read the message.

Important note:

Gotsoccer does not trigger email notifications for game updates unless you click on "Notify."

How to Schedule Prior to Scheduling Deadline - Schedule Tab approach

- On the Home page you will see - on the right side - Event Application History. On that list, click on the Event you are trying to schedule.
- You will be presented with a webpage that has several tabs. The 6th tab is Schedules. Click on it and you will get to a screen that lists all your games.
- For Home games you can use "Chat" to communicate with your opponenet.
- To schedule games click on "Home Game Scheduling"
- You will have two choices of setting the Field/Time - via "Chart View" or via "List View."
- "Chart View" - On the right side you will see the Calendar with dates on which you have a home game highlighted. Click on the date and drag and drop the game onto the field at the time you want it scheduled at.
- "List View" - click on the View/Edit button and update the info.

Note: Chart view is safer as it presents you with all the other games scheduled on the field and the risk of double booking is eliminated.

How to Schedule Games After the Scheduling Deadline - Scheduling Requests

- On the Home page you will see - on the right side - Event Application History. On that list, click on the Event you are trying to schedule.
- You will be presented with a webpage that has several tabs. The 6th tab is Schedules. Click on it and you will get to a screen that lists all your games.
- For Home games you can use "Chat" to communicate with your opponenet.
- To attempt to change a previous scheduled match click on "Make Request" to send a game change request to your opponent and to the league office. If your opponent has made a request you will see "View Request." If you see "View Request" please agree or disagree to any requests as soon as possible.
- Enter what you are proposing for a game change and add in any comments and make request
- The request will need to be agreed upon by your opponent and then by NorCal. Once NorCal approves the change an email will be sent with the game information and it will be changed in the schedule
- Any games that are not agreed upon by the teams will not be changed in the schedule and are expected to be played at the time and date of the scheduled match.

Gotsoccer Team Account

It is very important that you use the same account to apply to all the gotsoccer managed events. Creating new team accounts will lead to spreading the team's results/history/ranking points across them and duplicating efforts to update rosters. Gotsoccer offers team accounts mergers but they charge $25 for the service.

Master Roster (Primary Player List)

- To update your team roster in your gotsoccer team account, login and click on the Roster link in the top grey bar.
- Click on 'Register New Player' and complete the minimum required information - Name **(exact name as it appears on US Club Player Pass)**, gender, birth date AND email address.
- Click on Save and the player is added to the team roster. Make sure the birth dates you enter are correct since gotsoccer software determines the team age based on the age of the oldest player on the roster.
- This roster will be used for each NorCal event. To add or remove players for specific events read further.

How To Add or Remove a Player for a Specific NorCal Event

- Within the NorCal Leagues and State Cups teams may use players from other teams **within the Club**.
- Use the **Add Club Pass Player** function from within the Roster management section of your Team Account.

Pre-conditions

- Players must be on the roster of a team that is **part of your Club. Guest Players from other clubs are not allowed in ANY NorCal events.**
- Make sure to understand all specific NorCal State Cup roster rules. For example, for NorCal State Cup players may be rostered on a team in multiple age groups but may NOT be rostered with two different teams in the same age groups.

Information you need to have

- Player's name (identical to the name used on the Roster of his/her team and the real age group (not the age of the team (s)he is playing on).

Steps

- To update your team roster in your gotsoccer team account, login and click on the "Roster" link in the top grey bar.
- From "View by Event" drop down list, select the event you want this player to be registered for – i.e. NorCal NPL or NorCal Premier or NorCal State Cup.
- **Click on "Generate Roster"** - if you don't click on Generate Roster for State Cup when the rosters are frozen only your Primary Player List will generate.

- Notice you can release or deactivate players from game to game - instead of crossing out names at the field once your roster is generated.
- The Add Club Pass Player button will appear above your roster for this event – Click on it
- A Search for Club Pass Player window will open
- Enter the correct First and Last name (or GotSoccer ID#) and click on Search
- The Player's name will be displayed with the "Add" button - click "Add" to put the player in your player pool
- You will now notice the player shows up below your roster in "Inactive or Club Pass Players." Click on activate to add the player to your roster.
- Please remember that State Cup rosters will be frozen so all Club Pass added players must be added prior to Roster deadlines.

Adding a Player Mid-Season to a Generated Roster

- To update your team roster in your gotsoccer team account, login and click on the Roster link in the top grey bar.
- Click on 'Register New Player' and complete the minimum required information - Name **(exact name as it appears on US Club Player Pass)**, gender, birth date AND email address.
- Click on Save and the player is added to the team roster. Make sure the birth dates you enter are correct since gotsoccer software determines the team age based on the age of the oldest player on the roster.
- Next in the "View by Event" click on the Event you would like to add the player. Under your "Generated Event Roster" find the player in your "Full Team Player List." Click the "Add" button to add them to your Event Roster.
- Understand that during State Cup roster freezes you will be unable to "Add" new players to your roster.

Gotsoccer Player Account

When you add a player to your roster an account is created for that player. The email address is used to not only identify this account and any possibly duplicate accounts, but also to provide that player with their username and password.

The player will automatically get an email that looks like this:

Your Team manager or Coach has created an online Player Profile for you which will be viewed by College Coaches using the GotSoccer system. You can edit and add to the profile.

To edit your profile go to http://www.gotsport.com/asp/players/login.asp

Your username is: xxxxxxxx and your password is: yyyyyyyyy

You can change your password once in the administration page of your profile.

The player's email address is accessible only to the College Coaches who are using gotsoccer to look for players to recruit. Some coaches/managers do not feel comfortable providing the player's email address. In that case, enter a fake email and

after you add the player, edit the entry (by clicking on the name), click on Account Info and assign an ID and PW. Pass this info to the player and (s)he can access his/her account to update it with as much info as (s)he wants. Players interested in playing in College can and should use their accounts free features to create profiles, load video clips, etc. A player can login his/her player account from the gotsoccer home webpage.

Printing a Game Card

- Log In to your GotSoccer team account
- Under Event Application History click on the link for the event (NorCal State Cup, Fall League, NPL, etc.)
- Click on the Schedule tab
- Click on the game number to download a printable game card

Reporting a Score

- Go to http://home.gotsoccer.com/?p=login
- Click on Scoring Input https://www.gotsport.com/events/scoring/Default.aspx
- Enter Event ID and PIN (should be printed on Game Card)
- Enter Game number and update score – Click on Save