



# Michigan State Premier Soccer Program

9401 General Drive Suite 130  
Plymouth, MI 48170  
Phone (734) 459-6650 Fax (734) 459-6664  
Web site: [www.mspsl.org](http://www.mspsl.org)



## Coach's Game Day Procedures

### Game Sheets:

Teams will use their GotSoccer team accounts to print game cards before the game. To print:

1. Log into the team account on [www.gotsoccer.com](http://www.gotsoccer.com)
2. Click on the league name, (MSPSP Spring 2017) 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.
6. Print one (1) copy of the game report and bring it to your match

The screenshot shows the website interface for the Michigan State Youth Soccer Association. The main content area displays the 'Sarah Test League Event' for the period 8/1/2014-7/31/2015, specifically for 'Boys U15 MSPSP TEST TEST TEAM 111 (MI)'. Below this, there are two buttons: 'View Event Roster' and 'Home Game Scheduling'. A table lists several games with columns for game number, date, time, home/away status, opponent, location, and a 'Chat' button. A red circle is drawn around the game numbers in the first column of the table. A callout box on the left contains the text 'Link to print Game Reports' with an arrow pointing to the circled game numbers.

Game #	Date	Time	Home	Opponent	Location	Chat
#3	8/1/2014	2:00 AM-1:40 AM	H	TEST COBRAS (MI)	MSYSA Field 2 #1	Chat
#14	8/4/2014	1:00 AM-1:40 AM	A	MSPSP TEST TEST TEAM 111 (MI)	MSYSA Field 2 #1	Chat
#17	8/5/2014	1:00 AM-1:40 AM	H	TEST TURTLES (MI)	MSYSA Field 2 #1	Chat
#23	8/8/2014	2:00 AM-1:40 AM	H	MSPSP TEST SEASON TESTING 1 (MI)	MSYSA Field 2 #1	Chat
#23	8/8/2014	2:00 AM-1:40 AM	A	MSPSP TEST TEST TEAM 111 (MI)	Canton MSYSA Field 2 #1	Chat
#28	8/8/2014	1:40 AM-3:20 AM	H	MSPSP TEST TEST TEAM 111 (MI)	MSYSA Field 2 #1	Chat
#28	8/7/2014	1:40 AM-3:20 AM	A	TEST SEASON TEST III (MI)	MSYSA Field 2 #1	Chat
#28	8/8/2014	1:40 AM-3:20 AM	H	MSPSP TEST SEASON TESTING 2 (MI)	MSYSA Field 2 #1	Chat
#28	8/8/2014	1:40 AM-3:20 AM	A	MSPSP TEST TEST TEAM 111 (MI)	MSYSA Field 2 #1	Chat
#28	8/8/2014	1:40 AM-3:20 AM	H	MSPSP TEST TEST TEAM 111 (MI)	MSYSA Field 2 #1	Chat

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

- Age Group
- Gender
- Division
- Game date
- Game Time
- Game Number
- Opponent
- Field Location
- Player Uniform Number (if not inputted into GotSoccer)
- Name of Head Coach, Assistant Coach and Manger (if not inputted into GotSoccer)

**NOTE ON THE GAME REPORT ANY PLAYERS OR TEAM OFFICAL SITTING OUT DUE TO RED/YELLOW CARDS, TEAM DISCIPLINE OR INJURY NEXT TO THEIR NAME. SUSPENSIONS NOT NOTED ON THE GAME REPORT WILL NOT BE CONSIDERED SERVED.**

**It is the responsibility of the team to track all players' red/yellow card accumulation and ensure they sit-out.**

### **Before the Game:**

1. Pay the referee fees (each team pays half).
2. If you're the home team, give the center referee the addressed stamped envelope to return to MSPSP.
3. Provide the Referee Instruction Sheet (located in your folder), which has proper fees, Game Duration, and referees responsibilities, if requested.
4. Discuss with the referee any rules that may differ from other leagues. Games must be played according to the MSPSP Rules and Regulations.
5. If the game is forfeited due to one of the teams not showing up for the game, referee fees are not to be paid.

#### 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.

### **After the Game:**

1. Have the referee complete the game report indicating goals and cards.
2. Each coach is to review the game report for its accuracy (goals scored and cards issued) and sign in the appropriate area.
3. After both teams have reviewed and signed, return the game report to the center referee to mail in the envelope provided by the home team.
4. The winning team (or the home team in cases of a draw) must report the score in GotSoccer (see instructions below). All match scores must be reported to GotSoccer using the phone number located on your team game sheet within **48 hours** of the date of the game.

#### Call-in Instructions:

1. Phone-In Scores: (number 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 (located on game report) followed by #
6. Enter scores press 1

#### Rule 5, Section 4. Reporting of Scores.

The winning team is responsible for calling the MSPSP Statistician immediately following the game, to notify him/her of the outcome. 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.

### **For Field Closings**

If ALL the fields at a park or school are closed by a city/school official, please notify the other team and all referee assignors (including regional assignors) of the closure ASAP. Please forward a copy of the e-mail or letter from the official that closed ALL the fields to the MSPSP office along with the phone number and e-mail address of the person that closed the fields. This game is treated as a game canceled by weather, so a game reschedule will be granted. Remember, if referees go to the field you will have to pay them their full referee fees.

\***ALL** Game Reschedules **MUST** follow the MSPSP Match Reschedule Policy, found at [www.mspsl.org](http://www.mspsl.org), under "Rules and Forms" no matter the circumstances of the game cancellation. Games cancelled due to weather will not be charged the \$100.00 fee.