

## WSSL

### Game Day Procedures for Team Officials and Referees

Updated 1/21/2022

#### GAME CARDS:

1. Game Cards should be printed **no more** than **a DAY** in advance by a Team Official.
2. The **HOME TEAM** is responsible for printing **two** copies of the Game Card. The **AWAY TEAM** is responsible for printing **one** copy of the Game Card. The Game Card will show both home and away team rosters.
  - a. To print Game Cards within GotSport. Login using your COACH or MANAGER account.
  - b. From your Dashboard, select "Team Management"
  - c. On the left, select "Matches", from drop-box select TEAM and EVENT, click "Search"
  - d. Find your match, on the right, click the "three dots" and select "Print Match Card"
  - e. Once the window pops up you will select "Standard"
  - f. Print either **one** (as home team) or **two** (as away team) copies of the Game Card; **BOTH HOME** and **AWAY** teams must submit a completed copy to the WSSL Scorekeeper at [wsslscore@gmail.com](mailto:wsslscore@gmail.com) **immediately** after the game has been completed or no later than 24 hours.

**ALL CLUBS WITH SCORES AND GAME CARDS NOT SUBMITTED WITHIN 24 HOURS ARE SUBJECT TO A \$25 FINE PER OCCURANCE.**

#### GAME DAY PROCEDURES:

1. The home team is responsible for 100% payment of referee fees unless the game being played is a rescheduled game due to the original game having been deemed unplayable, by the referees, due to poor field conditions. Games rescheduled for the above reason are rescheduled to be played at the original visiting team's home fields with the original home team responsible for payment of the referee fees at the rescheduled game.
  - a. WSSL Referee Fees:
    - U7-U8: \$25
    - U9-U10: \$30/\$20/\$20
    - U11-U12: \$35/\$25/\$25
    - U13-U14: \$40/\$30/\$30
    - U15-U16: \$50/\$35/\$35
    - U17/U19: \$55/\$40/\$40
    - U17/U19 Small-sided: \$35/\$25/\$25
2. Prior to the start of the game, **Team Officials** for both the home and away teams should make sure the following is completed on each Game Card.
  - a. ALL player numbers are listed. These can be hand-written.
  - b. For ANY teams using Club Guest players, the Club Guest players MUST be listed. These should be hand-written.
  - c. **Any player or team official sitting-out for Red/Yellow cards, team discipline or injury, should be noted.**
3. After completing the steps in #1 above, give both copies of the Game Card to the Referee(s). Prior to the start of the game, the **Referee(s)** should complete the following:
  - a. Print their own names, where indicated, on each Game Card.
  - b. Using the Game Card(s), check-in the players of both teams and note their presence with a mark next to their name. ALL SELECT TEAM PLAYERS MUST HAVE A CURRENT WSSL ADMINISTRATOR APPROVED PASSCARD! ALL RECREATIONAL TEAM PLAYERS MUST BE LISTED ON A CURRENT WSSL ADMINISTRATOR APPROVED RECREATIONAL TEAM ROSTER.

4. Following the finish of the game. The **Referee(s)** should make sure the following is completed.
  - a. The FINAL score for each team is recorded on each Game Card. **Forfeits are recorded as 2 – 0.**
  - b. Any Yellow or Red cards received are recorded on each Game Card. These should be marked, where indicated, next to the offending players name and for Red cards received, an explanation given on the back of each copy of Game Card.
  - c. A Team Official from BOTH teams should sign, where indicated, at the bottom of each Game Card.
  - d. An official from the winning team (or home team in the case of a tie) receives a copy of the game card and an official from the other team receives the other copy.
5. An official from the **WINNING TEAM** or **Home Team in the Case of a Tie** is responsible for completing the following **WITHIN 24 HOURS OF THE FINISH OF THE GAME.**
  - a. Reporting the game score and any cards received into GotSport via the QR Code on the game card **OR** by going on-line at [system.gotsport.com/scoring](http://system.gotsport.com/scoring) and entering the Event Code, Event PIN, and Game # provided on each game card.
  - b. SCAN or take a PHOTO of the completed/signed copy of the Game Card and submit to: [wsslscore@gmail.com](mailto:wsslscore@gmail.com)**
6. An official from the **LOSING TEAM** or **Away Team in the Case of a Tie** is responsible for completing the following **WITHIN 24 HOURS OF THE FINISH OF THE GAME.**
  - a. SCAN or take a PHOTO of the completed/signed copy of the Game Card and submit to: [wsslscore@gmail.com](mailto:wsslscore@gmail.com)**

**GotSport Game Score Reporting Changes:** Scores are to still be reported by the winner (or home team in the case of a tie) into GotSport. Scores are no longer called in via phone and must be done online with a computer or via smartphone (QR Code). Teams will need the Event #, PIN # and match # from the WSSL Game Card to input scores. Scores CAN be input by either team, but the responsibilities remain to the winner (or home team in the case of a tie) to report scores. If there are any errors, please notify WSSL Scorekeeper at [wsslscore@gmail.com](mailto:wsslscore@gmail.com). You can print off a copy of the match card to obtain the match # and the pin # if you know the scores.