

WESTERN SUBURBAN SOCCER LEAGUE (WSSL)

Game Day Procedures for Team Officials and Referees

Updated 09/13/2025

What to bring on match day

- 1) Ref Fees - HOME team
 - 2) Match Card - BOTH TEAMS
 - 3) Passcards (and any club passcard players)
 - 4) Official Roster
 - 5) STAFF Risk Management Cards
- Obtain Passcards, Rosters, Match Card, Risk Management Card online through GotSport.

CANCELATION/FORFEIT/NO SHOW/GAME CONCERNS

Cancellation - Contact your Opponents if your fields are closed/game canceled; cancel referees.

Reschedule the game within 48 hours of cancellation.

Forfeit - Referee writes Forfeit on match card and 2-0 score.

No show - Referee writes FORFEIT on match card and 2-0 score.

Game Concerns - Any issues with the game can be noted on the back of the match card.

MATCH CARDS:

1. Match Cards are available two days before each game to be printed out by a Team Official.
2. The **HOME TEAM** is responsible for printing **two** copies of the Match Card. The **AWAY TEAM** is responsible for printing **one** copy of the Match Card. The Match Card will show both home and away team rosters.
 - a. To print Match Cards within GotSport. Log in 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 **two** (as home team) or **one** (as away team) copies of the Match Card; **BOTH TEAMS** must submit a completed copy to the as indicated under game day procedures **immediately** after the game has been completed or no later than 24 hours.

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

GOALS: Goals, including portable goals, MUST be firmly secured to the ground (anchors, stakes, sandbags), and may not be made of flexible materials.

The Field: The field shall be rectangular and marked with continuous lines. The halfway line, center circle, goal/penalty areas and corner arcs must also be marked. Marking the field using cones (or other items) is not permitted.

Uniforms: Players shall wear uniforms that differ from the opposing team. A team's uniforms should match in both color and style. Different color shirts or "inside out" t-shirts are not acceptable. Player uniforms shall display a number and/or team logo. Goalkeeper jersey shall be of a different color than either team's players, and different color than the referees (a number is not required for the goalkeeper jersey).

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 (Center/AR/AR):

U7-U8:	\$35
U9-U10:	\$40/\$30/\$30
U11-U12:	\$45/\$35/\$35
U13-U14:	\$60/\$45/\$45
U15-U16:	\$70/\$50/\$50
U17-U19:	\$80/\$55/\$55
U19 Small Sided	\$60/\$45/\$45
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 Match Card.
 - a. ALL player Jersey numbers must be listed. All players listed **MUST** include birthdates.
 - b. For ANY teams using Club Guest players, the Club Guest players **MUST** be listed. These should be hand-written and **MUST INCLUDE BIRTHDATE**
 - 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 Match Card to the Referee(s).
4. Prior to the start of the game, the **Referee(s)** should complete the following:
 - a. Print their own names, where indicated, on each Match Card.
 - b. Using the Match Card+ passcard(s), check in the players and bench staff of both teams and note their presence by marking 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.
5. 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 both copies of the Match Card. Forfeits are recorded as 2-0.
 - b. Any Yellow or Red cards received are recorded on each Match Card. These should be marked, where indicated, next to the offending players name and for RED cards received, with an explanation given on the back of each copy of Match Card.
 - c. A Team Official from BOTH teams should sign, where indicated, at the bottom of both Match Cards.
 - d. An official from the home team receives one copy of the Match Card and an official from the visiting team receives the other copy.
6. An official from the **HOME TEAM** 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 Match Card **OR** by going online at system.gotsport.com/scoring and entering the Event Code, Event PIN, and Game # provided on each Match Card.
 - b. **SCAN or take a PHOTO of the completed/signed copy of the Match Card and upload to GotSport when you input the score.**
7. An official from the **AWAY TEAM** 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 Match Card and submit to wsslscore@gmail.com.**

THE REFEREE:

1. Please arrive at least 15 minutes prior to the start of the game.
2. Please wear appropriate and complete uniform. NO jewelry is permitted for players (earrings, necklaces, watch, etc.)
3. Player check in is MANDATORY. Ensure all players' names AND birthdates are listed on Match Card. Check player and bench staff passcards for ALL WSSL games.
4. Player Safety is Paramount!!
5. WSSL Laws of the Game may differ from other leagues that you officiate in. Please familiarize yourself with the WSSL Laws of the Game prior to officiating any WSSL games:
<https://wsslsoccer.org/index.php?&pageid=6>