

## GAME DAY

Field setup is taken care of by a Club Field Coordinator with corner flags and bathrooms available at all facilities. Manager should make sure the goals are weighted down with provided sandbags. If they are missing the referee may not let the game be played so please have your coach contact the field coordinator if you notice they are missing prior to your game.

## ADMINISTRATIVE PRE-GAME

Email opponent at the beginning of a game week to verify the following:

- Game date/time, Field address, Uniform colors

Communicate with your team on TeamSnap with the following information:

- Date and time of game
- Time coach would like to arrive at the game (generally 45 minutes early)
- Address to field if at an away venue
- Include anticipated construction delays if necessary
- Uniform color (always remind them to bring both sets)

Prepare and print Gamesheet from your team's GotSoccer page and put with referee money

- Make any player or number corrections and additions
- Note any players or team officials sitting out and reason for their absence
  - red/yellow cards, team discipline, injury/sickness

If a Referee Evaluation is scheduled for a game give the form and stamped envelope to your coach prior to the game

**Have coaches print their Risk Management Card (SafeSports) and keep it with them for all competitions.**

Approximately 15-20 minutes before the start time, provide the following to the referees:

- Game Sheet
- Player passcards
- Envelopes with money for referees if all three referees have arrived.

## POST-GAME

Immediately following the game, please remember these IMPORTANT things:

- Get player passcards back from the referee if they were kept during the game
- Check the Game Sheet for accuracy (or make sure your coach does).
  - Scores, Yellow/red cards indicate correct player's jersey number
  - Coach or manager signs the sheet
- The Center Referee will turn the game sheet into the league to report scores.

Winning team generally is responsible for reporting the game. (Home team if Tie Game)

Do not ask your Coach to do this!

Ask your parents to clean up after the game so there are no water/Gatorade bottles, snack wrappers, athletic tape, etc.left at the field.