

# Youth Player Check-In Procedure and Roster Guidelines

## NCYSA (Rec Soccer) Guidelines:

Coaches shall supply a team roster to both the opposing team's coach and referee at **all games U-08 and above**.

The format of an approved roster shall be a printed roster from the team's club registration system (Bonzi, Korrio, Affinity, etc). The roster shall include; team name, club name, age group, coach name, and each player's full name, jersey number, and date of birth. **Other than an exception for jersey numbers there should be no hand written additions/changes to a team's roster.**

For U-13 and above, a team must field a minimum of seven (7) eligible players in order to commence or continue a match. For U-8 through U-12, a team must field a minimum number of eligible players equal to the defined maximum number less one. **At all age levels, teams may not use loaned or other non-rostered players** to make up a minimum team.

## *Best Practices:*

- NCYSA rosters may not have player numbers. Referees should write Player numbers on the roster before playing, so they can document serious injuries and/or Misconducts. NCYSA does not provide game cards or match sheets. Referees should keep the Roster following the match, should questions arise afterward.
- If a team shows up with NO Roster, Play the match, then notify the appropriate match Assignor sometime later in the day. The Assignor will notify the NCYSA to follow up.
- Since NCYSA does not issue player passes (No Photo), Roster player Eligibility challenges can sometimes be resolved by asking the "Player in Question" their Name and Birthday for verification listed on Roster. No verification...Not likely the right person. Older players may provide a Drivers license or Student ID to help with verification.
- If you have determined an Ineligible player has played in the match, document it on the Roster and keep with you for reporting later.

## NPSL Guidelines:

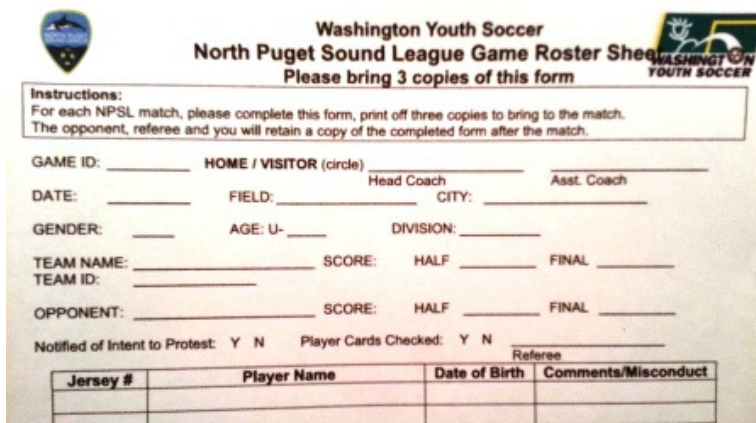
### NPSL Game Roster Sheets

Before the start of each NPSL game, the referee will obtain 3 copies of NPSL Game Roster Sheet and collect the membership passes (Cards) from each team. Players and coaches not listed on the game sheet and not possessing a valid membership pass will not be allowed to participate in the game. Players on player pass must be listed on the roster.

All misconduct incident reports must be reported to the NPSL following the NPSL Disciplinary Committee process.

At the end of the game, the referee will note on the NPSL Game Roster Sheet: the final score, misconducts issued, and any other information deemed appropriate. The referee will return one copy of each game sheet to each team, and if misconducts were issued or other problems noted, return or fax a copy to the NPSL Disciplinary Committee office. (Contact information will be available on the NPSL website.)

Membership passes are to be surrendered to the referee prior to each game. The referee will return ALL membership passes to the coach at the conclusion of the game. The membership passes will be used to copy accurate information to the referee's misconduct report.



The form is titled "Washington Youth Soccer North Puget Sound League Game Roster Sheet" and includes the instruction "Please bring 3 copies of this form". It contains several sections for data entry:

- Instructions:** For each NPSL match, please complete this form, print off three copies to bring to the match. The opponent, referee and you will retain a copy of the completed form after the match.
- GAME ID:** \_\_\_\_\_ **HOME / VISITOR** (circle) \_\_\_\_\_
- DATE:** \_\_\_\_\_ **FIELD:** \_\_\_\_\_ **Head Coach** \_\_\_\_\_ **Asst. Coach** \_\_\_\_\_
- CITY:** \_\_\_\_\_
- GENDER:** \_\_\_\_\_ **AGE: U-** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_
- TEAM NAME:** \_\_\_\_\_ **SCORE:** HALF \_\_\_\_\_ FINAL \_\_\_\_\_
- TEAM ID:** \_\_\_\_\_
- OPPONENT:** \_\_\_\_\_ **SCORE:** HALF \_\_\_\_\_ FINAL \_\_\_\_\_
- Notified of Intent to Protest:** Y N **Player Cards Checked:** Y N **Referee** \_\_\_\_\_

Jersey #	Player Name	Date of Birth	Comments/Misconduct

### *Best Practices:*

If a team shows up with NO Roster or No Player passes, **Notify the Opposing Coach** of the situation. They have the choice to play or not play. If they play then Reporting of the Non Roster is up to them. However, you should also notify the appropriate match Assignor sometime later in the day that the match was played with missing player verification.

## RCL Guidelines:

Before the start of each game, the referee will obtain 3 copies of the **Official Match/Roster Game Report** and collect the Membership Passes from each team Coach/Team Manager. **Players may not be handwritten on the Official Game Report. Players not listed on the Official Game Report and not possessing a valid Membership Pass will not be allowed to participate in the game.**

At the end of the game, the referee will note on the **Official Match/Roster Game Report**: the final score, misconducts issued, goals scored, and any other information deemed appropriate. The referee will return one completed copy of each Game Report to each team.

Membership passes are to be surrendered to the referee prior to each game. The referee will return ALL passes to the coach at the conclusion of the game. The passes will be used to copy accurate information to the referee's misconduct report.

## Roster Size

Age Group	Players on the Field	Minimum Roster	Max. Roster	Max Suited up to play in game
Under 9/10	7	5	16	12
Under 11/12	9	6	16	16
Under 13	11	11	18	18
Under 14	11	11	18	18
Under 15-19	11	11	22	18

## *Best Practices:*

- Some RCL Clubs/Team Managers are using the Affinity Digital Player Cards in lieu of plastic Player passes. This is permissible using the manager's electronic device for Player Check-in.
- RCL lists Full Roster on the **Official Match/Roster Game Report**. There is no Separate Roster. If the **Official Match/Roster Game Report** lists more than 18, a U16 match for example, ask coach which players are officially NOT ROSTERED and mark NR next to their name on the game sheet. It is also advisable to ask the Non-Rostered players to not dress in the same uniform as the Rostered players. i.e. use warm-up suit, T-shirt.
- All six **Official Match/Roster Game Reports** you receive from the Coaches/Team Managers may be the same, just make sure three match. Return one completed copy of each Game Report to each team and keep one for your Match Report.
- If a team shows up with NO Roster or No Player passes, **Notify the Opposing Coach** of the situation. They have the choice to play or not play. If they play then Reporting of the Non Roster is up to them. However, you should also notify the appropriate match Assignor sometime later in the day that the match was played with missing player verification.

## **PSPL Guidelines:**

All players and coaches must present their valid US Club Player/Coach Identification Card to the referee prior to the match. The individual's picture must be on the ID card and the card must be laminated. Club officials (Coaches, managers, DOC's) are required to visibly display their card on a lanyard while in the technical area. • The individual will not be eligible for the match if the ID card is not valid. No exceptions. Players must be printed on the US Club Official Roster with correct jersey numbers listed. • No handwritten players are allowed on the official US Club Roster.

Players for the match being played must be listed on the **PSPL Game Roster and Referee Report**. **Players may be handwritten (must be legible) on the PSPL Game Roster and Referee Report**, as long as they are listed on the **US Club Official Roster**. 2 copies of PSPL Game Roster and Referee report must be presented to the referee prior to the game. A third copy of PSPL Game Roster and Referee Report and one copy of the team's US Club Official Roster(s) must be provided to the opposing team prior to the game. It is the responsibility of each team to ask for this documentation. If neither team asks for the documentation, there is no recourse after the game has been started. If a team is not able to provide an US Club Official Roster(s) and Game day sheet prior to the start of the game, it may be grounds for forfeit and further sanctions.

## **Rosters**

All teams may list up to **26 players** on their US Club Official Roster.

For game days, the PSPL Game Roster and Referee Report have limits to the number of players that can be listed. Those limits are as follows: 7U and 8U teams are limited to list 8 players. 9U and 10U teams are limited to list 14 players. 11U and 12U teams are limited to list 16 players. **13U-19U** teams are limited to list **18 players**.

## **PRE-GAME PROCEDURES**

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All PSPL league matches require players and Team officials to have laminated cards presented to the Referee's along with 2 copies of the PSPL Game Roster and Referee Report for check-in.

No Card – No Play!

*Note: For PSPL matches we are asking team officials to display their cards via lanyard while on the sideline. This is not a requirement in Rec leagues at this point and is not grounds for match abandonment if the card is not on a lanyard but has been confirmed at check in.*

- The PSPL Game Roster and Referee Report has an area for Ref Check-in and another for Player pass, please use the appropriate area for confirming player eligibility and correct any player numbers if needed.
- If the player pass box is checked the Team is required to provide the opposing team the US Club Official Roster from their club that the player is officially Rostered to. It is not the Referee's responsibility to manage the exchange of these documents between teams but if teams do not do this

prior to the match you may be called upon to note it on game day sheet or report it via supplemental report.

**PSPL Game Roster and Referee Report**

*Coach: Complete game and roster information and give to referee prior to start of game and collect your copy after completion of the game. Note Check any player pass players .*

Coach Name:			Home <input type="checkbox"/>	Visitor <input type="checkbox"/>
Game#:	Date:	Time:	Field:	
Age/Division:		Notified of intent to Protest? Yes No		
Home Team:		Yellow Cards:	Red Cards:	Score:
Visitor Team:		Yellow Cards:	Red Cards:	Score:
Jersey#	Player's Name	Ref Check in	Comments/Misconducts	Player Pass
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>

**Game Time Scenario's (Best practices):**

- Games must start no later than 10 mins after posted start time. Teams must start with minimum number of players. See Rule 307
- Player does not have a player card present at game - The player is not allowed to play. Do not allow cell phone pictures of player cards as evidence.
- A coach/team official does not have a valid card present – But they are listed on the Official US Club Roster as approved – Make a note on game day sheet and play the game ( assuming all players cards are present. Provide details in supplemental report after the match.
- The Team Manager or person with cards and paperwork will be late or arrive by halftime – Rules allow a 10 min grace period for the minimum number of players to arrive ( have cards). If the opposing team is willing to wait the game must start no later than 30 min with the clock starting at 10 min mark. If cards don't arrive then there is not a game.
- Rule 304 addresses personnel on the bench. No more than 3 Team Officials and they all must be carded. Any non-players must also be carded and not wearing uniform.

**NOTE:** The PSPL wants games to be played. If for some reason the cards are not available but you have been informed they are on route, use some discretion. Do not make a judgment call regarding whether a game will be a forfeit or not. Please leave that to the league and provide all the related information via supplemental report.