



## GAME DAY PROCEDURES

These procedures are to be followed each FSPL game-day.

- Referees are to check teams in using the FSPL Game Report rosters and the USYS player/coach passes before each game. ONLY players, primary rostered to the team or club pass players that have been added to the roster are allowed to participate in FSPL games. Check-In should be done no later than 15 minutes prior to kick-off time.
- Teams are to pay the referees when they supply their rosters and player passes. Each team shall pay ½ of the total Referee and Referee assignor fee for each given match. The current fees are as follows. All fees will be paid in cash.
  - 14U – Center: \$50, AR1: \$25, AR2: \$25
  - 15U & 16U – Center: \$60, AR1: \$30, AR2: \$30
  - 17U, 18U, & 19U – Center: \$70, AR1: \$35, AR2: \$35

### Game procedures

#### *Pre – Game*

Any roster changes should be made within GotSoccer by 5pm EST on the Thursday prior to the games. Teams will use their official FSPL game report roster.

The Game Report (Game Day Roster) is to be printed via their Gotsoccer account prior to each match (not prior to Thursday at 6pm) and brought to the game by each team. Please note that the Club Pass Players must be entered into the Gotsoccer Game Day Roster via the team's Gotsoccer account no later than Thursday (5:00 EST pm) prior to the match date. The referee will select one of the Game Day Roster's to use and that copy will be the official game report. Each team is to complete their portion of the Official Game Report prior to the beginning of the game. At the conclusion of the match, a representative from each team must sign the Game Report to verify accuracy. The completed Game Report must be uploaded into the winning team/home team in the event of a tie team documents and a hard copy kept by team Manager/Coach until the end of the season.

#### **Team Managers give the referee the following items:**

- Referee Fees
  - 14U (\$50 per team, two \$20s and two \$5s)
  - 15U & 16U (\$60 per team, two \$20s and two \$10s)
  - 17U, 18U, & 19U (\$70 per team, two \$20s, two \$10s, and two \$5s)
- Player Passes
- FSPL Game Report roster (This roster is only to show 18 players designated to be playing in the game. If your roster has 22 players, you must cross off those players not participating.)
  - Players serving a red card count towards the 18 players designated to playing the game.
  - Sit-outs are validated by filling out the "Florida State Premier League Sit-Out Form" (<https://usys-assets.ae-admin.com/assets/942/15/FSPL%20Sitout%20Form.pdf>) and having the referee of the "sit-out" game sign the form. The Sit-out form should then be



sent to the FSPL Commissioner within 48 hours of the sit-out. A suspended player may not Club Pass play for another team until the suspension(s) is/are served.

**Both team managers will give the referee these additional items:**

- Game Card as generated within GotSoccer
- FSPL Substitution Card

Both team managers are to ensure that players and/or coaches serving suspensions are properly marked on the referee report. Coaches in attendance should be marked off on the roster.

***D license Requirement***

Each team will have a rostered and properly registered “D” Licensed coach in the bench (technical) area for the duration of the match.

***Substitution of Player***

**14U:** Unlimited substitutions.

**15U-19U:** Seven substitutes can be made per half. A player who is substituted may not reenter in the same half. Substitutions may be made at any stoppage at the discretion of the Referee. Referees are to record the substitutions.

***Immediate Post-Game***

The referee will complete and sign the official FSPL match report. Reports should include the printed name of all 3 USSF licensed referees and USSF ID Number. Each coach must verify the match results before legibly signing the report.

- Team managers should retrieve their passes and rosters from the referee
- Make sure that the referee completes the game card/referee report. If there are red cards – please ensure that the referee has documented
- **Make sure the substitution card is attached to the game report.**
- **Game cards must show all players/coaches that were crossed off due to not being in attendance.**
- Both team coaches must sign the referee report.
- Both team managers should re-confirm that suspensions served are properly marked on the report

***Post-Game Reporting***

The Winning Team (home team in event of a tie) must complete the following items after the completion of the match:

- Call the score and misconducts into GotSoccer using the phone number listed on the game card or via the GotSoccer mobile app within twenty-four (24) hours.



- Upload a scan of the Game Report into the team account document tab. Please include game number in subject line of upload. Manager is responsible for keeping game cards until the end of the season.

Both Teams must complete the following items within 48 hours of the game:

- Complete the [Referee Evaluation Form](#)

Please refer to the FSPL rules for further clarification if needed.

Should you encounter any issues in regards to a scheduled FSPL game, you should contact **Jonathan Spradley** at (985) 778-9573 or **Jill Hartley** (904) 536-7642.