

A Timeline for Your Season

Pre-Season:

1. *Obtaining Referees*

Recreational Leagues: *Contact your club administrator if you are not sure who is responsible for this task in your club. If you are responsible for this task, start as soon as you get your schedule!* The home recreational league coach, manager or club must obtain a properly certified referee.

Classic Leagues: Classic level teams have their referees assigned by MAYSA or the club's referee assigner.

2. *Organize the team's information.* Take the time to understand what you will need for each game. The investment of your time now will pay you back during the season as complications or challenges arise.

- ♦ Take the time to organize the individual player's registration forms and be ready to have them with you at each game.
- ♦ Copy at least four copies of your Game Incident Report Form http://www.maysa.org/documents/trg/game_report.pdf . Even though you officially only need them for your home games, having a few extra is good idea.
- ♦ Make sure your team has a suitable game ball for when your team is the Home Team.
- ♦ Recreational Leagues: Acquire your roster and add each player's jersey number on the roster next to their name. Use an official roster from your club registrar. Make several copies – just in case.
- ♦ Classic Leagues
 - ✓ ROSTERS: Acquire your official roster from MAYSA and add each player's jersey number on the roster next to their name. No other roster is accepted at matches. Make at least 10 copies of your roster. Like the Game Incident Report Forms, having a few extra is a good idea.
 - ✓ PLAYER PASS CARDS: Prepare your Player Pass cards as soon as possible! Have the players sign their player pass card and acquire a picture of each player for their respective card. Once the signature and picture are in place, laminate and seal the card then put them on a key ring to keep them together.

** Give yourself time to complete the Player Pass process! Although simple, an error can result in a player not playing in a game or a fee to get the card replaced.

Day Before Game

Home coach or manager contacts the opposing coach before the scheduled game to confirm date, time, field, and team colors. If colors are similar, the home team must change. If the home team can not provide alternative jerseys, the home team must forfeit.

Game Day

Pre-Game

1. The HOME Coach is responsible for notifying referees of game cancellations. Failure to do so will result in that team being assessed an appearance fee, equal to one-half of the usual game fees. See the *Weather & Field Conditions* section for more information on game cancellations.
2. Home coach or manager completes the top half of the Game Incident Report Form and brings it to the game. Be sure to include the names of the teams, the division, and the game number. This information is found on your schedule! If you fail to fill out the form accurately, we cannot guarantee that your results will be accurately recorded.

3. The home team must provide:
 - ✓ Alternative jerseys with numbers if a color conflict arises (see "Day Before Game" above). MAYSA recommends the use of t-shirts (white for example) as a simple solution. Numbers on these alternate shirts is not required for RECREATIONAL games.
 - ✓ Game ball, properly inflated and in good condition.
4. Each team must have a copy of the individual player registration forms for each player. This is essential if a player should become injured and a parent/guardian is not available. If there is any question about a player's age or identity, the referee or the opposing coach in the presence of the referee, may inspect the forms and ask the players to identify themselves and give their birth date.
5. Before the game begins, provide the referee with:
 - a. An approved roster (Classic teams are provided with this - Recreational teams can obtain one from their club registrar) with jersey numbers for each player- which you add.
 - b. Game Incident Report with the top half completed.
 - c. Referees' fees for that match per Referee Fee Schedule for your league.
 - d. Classic Teams also need to provide Player Pass card for each player and team staff member.

Post-Game

1. At the end of the game, coaches and players for both teams should line up and shake hands. Coaches should observe and participate in the handshake to make sure that sportsmanship is maintained. At least one referee is to observe the post-game handshake.
2. Reporting scores. All scores should be reported within 24 hours of the end of a game via online score reporting.
 - i. Recreational Leagues: Both Coaches and referee should confirm the final score and coordinate with each other after each game who will be reporting the score. MAYSA recommends the home coach submit the score. Report scores as instructed by MAYSA.
 - ii. Classic Leagues: The **CENTER REFEREE** should report the score on the Arbiter website. Be sure to include any cards issued. The **HOME COACH** should submit the score as instructed by MAYSA.
3. Within 24 hours of the match, the referee must submit a Game Incident Report Form to MAYSA for any game, recreational or Classic, in which a Red card is issued or if there are any other concerns of significance (i.e. Field conditions, etc.)