

## COACHES PROCEDURES FOR GAME DAY

1. Fill out Game Report & Team Roster completely. *(Please type or print)*
  - A. Fill in the Age Group
  - B. Check Box for **Boys** or **Girls**.
  - C. Division, if age group has more than one. *(ELITE, I, II, Select, etc.)*
  - D. Fill in date game is played.
  - E. Fill in game time.
  - F. Fill in Game #. **This number is found on your master game schedule.**
  - G. Field location.
  - H. Home Team name.
  - I. Visiting Team name.
  - J. Check the box to indicate whether the Roster is for **Home** or **Away Team**.
  - K. Team Color. *(color of uniform)*
  - L. List each player's uniform number and **FULL NAME**.
  - M. **NOTE ON THE GAME REPORT & TEAM ROSTER FORM ANY PLAYER OR TEAM OFFICIAL SITTING OUT RED/YELLOW CARDS, TEAM DISCIPLINE OR INJURY.**
  - N. Fill in the Name of the Head Coach, Assistant Coach and Team Manager.
2. Before the game starts, the following must be done.
  - A. Pay the Referee and Linesman fees, **each coach pays half**.
  - B. If Home team, give Referee addressed stamped envelope to return Game Report to Statistician.
  - C. Show Referee the Referee Game Instruction Sheet, which has proper fees, Game Duration, and things Referees are responsible for, **if requested**.
  - D. Discuss with the Referee any rules that may differ from other leagues. Games must be played according to the PREMIER PROGRAM RULES AND REGULATIONS.
  - E. **Referees get paid in full even if the game is cancelled at the game site.**

### Rule 5, Section 9. Team Display of Sportsmanship.

The traditional line-up for good sportsmanship shall take place prior to the start of the game and be presided over by the referees and coaches. All players, substitutes, coaches, assistant coaches, and managers shall participate. Infraction of this rule constitutes ungentlemanly conduct and is subject to disciplinary action as such.

3. After the Game ends, the following must be done.
  - A. Have the Referee complete the Game Report & Team Roster Form. Each coach is to review the form for its accuracy for goals scored and cards issued and sign in the appropriate area. After both teams have reviewed and signed the form, return the Yellow copies to the Home Team, Pink copies to the Visiting Team, Gold copies for Referees records, White copies in the envelope provided by the Home Team and mail within 24 hours.
  - B. The Winning Team Coach or the Home Team in case of a Tie must call in the score to the **Statistician at 734-459-6989 within 48 hours of the date of the game.**

**Give the:      Game Number followed by the #  
                    Security Code 2000  
                    Home Team Score followed by #, Visiting Team Score followed by #**

### Rule 5, Section 4. Reporting of Scores.

The winning team is responsible for calling the MSPSP Statistician immediately following the game, to notify him/her of the outcome. In the event of a tie score, the home team shall be responsible for reporting the score. **If A Game Score Is Not Called In Within Forty-Eight (48) Hours Of The Date And Time The Game Is Played, A Penalty Of \$25.00 For Each Violation Shall Be Imposed Upon The Team In**

**Violation. Call in scores for games that have been played in their entirety. Do not call in forfeits, MSPSP decides forfeits and will post the scores accordingly.**