

SPRING 2019: DETAILED NCSA COACH CHECKLIST

SEASON PREPARATION CHECKLIST

- Receive NCSA website login information from your Club Rep - only coaches listed for that team have information displayed and access to Match Day Form, Score Entry and Match Evaluations.
- Check to make sure your contact information is up to date. (This is how other coaches will contact you!) If your information needs to be updated, please contact your Club Rep. (They can edit all except name. If your name needs to be updated, the Club Rep must contact the league.)

GAME PREPARATION CHECKLIST

- Contact with Opponent
 - Visiting Team: Call or email the home team at least 96 hours (4 days) before game time to resolve any uniform color conflict and to verify game time and field location.
 - If the visiting coach has not called or emailed, the home coach is advised to call or email the visiting coach to ensure that there are no mix-ups regarding fields, times, uniform colors, etc.
- Review directions to the field. (Available online at: <http://www.ncsanj.com/Fields.cfm>)
- US Club Passes for Players AND Coaches
 - Passes are requested by the club or team through the KYCK/US Club system and take time to process. Do not wait until you are at the field to make sure you have all of your passes!
 - Your coach pass must be for the club you are coaching on Game Day. (This means if you coach for multiple clubs you must have a pass from each club.)
 - All passes must have a photo attached (if not printed from US Club records) AND be laminated by you or your club in order to be valid for an NCSA game.
- Match Day Form
 - Creating the Form
 - Either a coach listed for that team in NCSA database or the club rep may login to access creating the Match Day Form (MDF).
 - After login, go to TEAM GAME MANAGEMENT, then "Match Day Form"
 - Follow Instructions in the box at the top of the page to create an MDF
 - You can edit the form by clicking the game number again.
 - Game related information (time/field change, referee information) will update automatically and be displayed if "view" clicked for existing MDF.
 - Coaches
 - No team may have more than 4 coaches during a game; all must be listed on the Match Day Form but need not be listed on the US Club roster.
 - Coaches may be inserted online before printing the MDF or may be handwritten on the MDF; if handwritten, teams MUST within 24 hours go back to the online MDF and enter all required information for coaches who were at the game.
 - Only properly carded coaches who have signed the form may be on the team sideline and give direction to the players in a game.
 - Players Playing Up
 - All players not carded to the playing team, but from a lower flight or younger age, must be listed ONLY on the MDF
 - MDF must have listed: name, pass #, team playing up from and uniform number
 - Only those teams whose players are eligible to play up are listed in the drop down list online -- this is a good way to verify the player is eligible to play up.
 - If handwritten, complete legible information is required. Team name playing up from must be listed EXACTLY as listed in NCSA records (club name-flight-head coach last name).
 - Information may be inserted online before the game or may be handwritten on the Match Day form; if handwritten, teams MUST within 24 hours go back to the online Match Day Form and enter all required information.
 - Contact your Division Commissioner if you miss the deadline.

GAME PREPARATION CHECKLIST (CONTINUED)

- US Club Roster
 - Must be the “Northern Counties Soccer Association of NJ (NCSA) Official Roster” that has been watermarked by the league. Rosters without a watermark are NOT eligible for NCSA game use.
 - YOU MUST HAVE 2 COPIES.
 - Guest players are not allowed in the NCSA.
 - Players playing up are not guest players.
 - Players playing up must be noted on the MDF as outlined above.
 - Player names MAY NOT be written in on the US Club roster.
 - All information on the watermarked roster must be current. If a player card shows as EXPIRED or NO CARD or anything other than a valid expiration date, the player will not be permitted to play.
 - Uniform numbers can be edited or written in.

GAME DAY: WHAT TO HAVE AT THE FIELD

- US Club NCSA Passes for Players AND Coaches
- Watermarked US Club Roster - 2 copies
- Match Day Form (MDF)
- Referee Fees
 - Each team is expected to bring exact change to pay each referee.
 - Fees are clearly stated on MDF and each team coach should arrive with exact change or checks to be split amongst the assigned referees.
 - U10 and under = half of center
 - AR's are typically not assigned for U10 and younger; however, if scheduling of U11 or older small sided is mixed with U10 and younger small sided, then AR's may be assigned for referee assignment continuity. Your MDF will reflect that assignment. This should be checked by viewing MDF just before game time as information is constantly updated.
 - U11 and up = half of center + half of each AR
- Properly inflated game balls (if you are the home team)
- Medical release forms for all players

GAME DAY: WHAT TO CHECK BEFORE LEAVING THE FIELD

- Collect passes from officials and **COUNT THEM** to make sure that you received all back (with the exception of the passes of players or coaches who received a red card during the game).
- Confirm score with the referee.
- Clean up your team and spectator area as required by NCSA rules.

GAME DAY: WHAT TO DO AFTER LEAVING THE FIELD

- Score Entry
 - The winning team must record the score online by logging in to the NCSA website go to TEAM GAME MANAGEMENT, then click “Score Entry” within 4 hours of completion of the game,
 - In case of a tie, the home team must record the score within 4 hours.
- Match Day Forms: Online
 - Update the online MDF (if not completed prior to the game) with any change (addition, deletion, editing for correct information) for Coaches and Players Playing Up.
 - Must be completed within 24 hours
 - Contact your Division Commissioner if you miss the deadline or if you discover you used an ineligible player, which we will also determine from the referee report.

GAME DAY: WHAT TO DO IF A RED CARD WAS ISSUED AT THE GAME

- ❑ The referee will keep the US Club pass for the coach or player that received a red card. The pass will then be mailed to the league to be held until the suspension has been served.
- ❑ Notify your club's president and club representative of the red card.
 - ❑ If a red-carded coach holds a pass for more than one club, the coach is responsible to tell all clubs about the red card/suspension as the suspension applies to all passes held by the coach.
- ❑ Any red card offense will result in a minimum of a 1 game suspension effective immediately.
 - ❑ Suspension of player or coach is for all on-field NCSA sanctioned activities until the suspension has been satisfied for the team which they were coaching/playing for at the time the misconduct occurred.
 - ❑ If a coach is red carded during one game and he has any other games to coach on the same or following days, he is not allowed to coach until after the GCC has issued a decision and he serves the suspension for the team for which he was coaching when the red card was issued.
 - ❑ If a player is red carded during a game and he was to play in his own team's game and/or play up on another team on the same or following days, he is not allowed to play until after the GCC has issued a decision and he serves the suspension for the team for which he was playing when the red card was issued.
- ❑ The club is responsible for ensuring that the red-carded player or coach is not allowed to participate in any NCSA game until the decision by the Games Conduct Committee (GCC) is issued and the suspension is served.
 - ❑ If a suspended player participates in a NCSA game, a fine of \$250 will be assessed to the club and a five-game suspension will be assessed to the head coach of the team.
 - ❑ If a suspended coach participates in a NCSA game, a fine of \$250 will be assessed to the club and an additional five-game suspension for the suspended coach will be assessed.
 - ❑ If a coach or player is red carded and is also a USSF referee, he/she is not allowed to referee until after the Games Conduct Chair has issued a decision and he / she serves the suspension for the team for which he / she was playing when the red card was issued.