



## **GAME DAY DOCUMENTS (“GDD”) STEP BY STEP INSTRUCTIONS**

### **CLUB/COACH CREATED DOCUMENTS ON NCSA WEBSITE**

- Club/Team submits US Club Roster to League (for most teams, once per season – Fall season rosters are automatically transferred to Spring teams if Spring registration per instructions)
- League verifies roster that it has all required information including uniform and pass numbers
- League uploads roster to NCSA database
- Upon upload, watermark and date are applied – if transferred from Fall, additional Spring watermark applied
- Club/Team can modify at any time by submitting new roster to league to repeat this process
- Only one active roster exists for a game
- For each game, coach creates a Match Day Form (MDF) on NCSA website
- MDF must list all coaches participating including pass number – a coach whose name is listed as associated with the team may save the pass number under Edit Personal Data so it is prepopulated automatically upon MDF creation
- All teams must list all coaches participating and must clear (delete) info for coaches not participating in that game
- MDF must list players playing up from another of that club’s teams playing in NCSA
- MDF must include name, uniform and pass numbers and team registered to
- Player must be correct age for the team; boys may not play on a girls’ team.
- Only limit is maximum 2 players registered to an older or higher flight team
- If conflicting uniform numbers, coach should use tape on uniform to change number
- No signatures required
- MDF should be completed by coach on NCSA website at least 24 hours before game time
- MDF may be updated as late as just before game time – be sure to let referee know about late changes

### **HOW WILL DOCUMENTS GET TO REFEREE?**

- Referee will click a link to create that game’s GDD PDF file
- GDD file contains away MDF, away roster, home MDF and home roster
- If a document is missing, page will have message indicating that at time of last access by a referee, the document was missing.

### **HOW CAN I ACCESS THE OPPONENT’S GAME DAY DOCUMENTS?**

- On Match Day Form creation page is an additional link on the right side for each game to access the GDD
- The link is only open 24 hours before and after the game
- GDD file contains away MDF, away roster, home MDF and home roster
- If a document is missing, page will have message indicating that at time of last access by a referee, the document was missing.