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)
- League verifies roster that it has all required information including uniform and pass numbers and pictures
- League uploads roster to NCSA database
- Upon upload, watermark and date are 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
- Coach must log into NCSA account to create MDF
- MDF must list all coaches participating including pass number on the coach pass for the club being coached – a coach whose name is listed as associated with the team may save the pass number under Edit Personal Data so it is pre-populated 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 (unlimited play-ups) from another of that club's teams playing in NCSA and must include name, uniform and pass numbers and team registered to
- Player must be correct age / birth year for the team; boys may not play on a girls' team.
- MDF must list players playing down from another of that club's teams playing in NCSA and must include name, uniform and pass numbers and team registered to (maximum of 2 per game)
- On the MDF, if the coach adds a player playing from another team and includes all information, a notice will appear. Coach must click "OK" confirming that such players are eligible to play per NCSA Rule 4.5
- If conflicting uniform numbers, coach should use tape on uniform to change number
- No signatures required – creation of the MDF constitutes certification by the coach or club official creating the form that all coaches agree to the Coaches Certification and Code of Conduct posted online
- MDF MUST 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 THE REFEREE(S)?

- Referee will click a link to create that game's Game Day Documents ("GDD") PDF file
- The GDD file contains away team MDF and roster, home team MDF and roster
- If a document is missing, page will have message indicating that at time of last access by a referee, the document was missing.
- The game can NOT be played without all 4 forms compete and a part of GDD file

HOW CAN I ACCESS THE OPPONENT'S GAME DAY DOCUMENTS?

- On MDF 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 team MDF and roster, home team MDF and roster

- If a document is missing, page will have message indicating that at time of last creation or updating by a referee, the document was missing and the game cannot be played.