



Grand Valley Soccer Association Game Day Procedures

The Grand Valley Soccer Association (GVSA) is an affiliate of MSYSA, US Youth Soccer and USSF. Games in our league follow the *Laws of Soccer* (which may be found online at www.fifa.com), with modifications for youth, as players are seven to nineteen years old. GVSA is a competitive league. It is also intended to provide player development, and offer a safe, friendly atmosphere for playing and watching games. It is an objective of the League that all coaches, players and spectators will behave at the highest ethical level, and will respect officials and their decisions at all times.

As coaches it is important to realize that your role during a game of soccer is very limited – **the game belongs to the players**. During play you may only offer tactical advice to your team from the team area and may not enter the field at any time during the game, including half time, without the Referee's permission. The game and its rules must be respected at all times. In particular, **the officials are due your respect at all times**. There is no place in the game for dissent or verbal abuse of any sort from the coaches. No matter what you think of a call you are not the referee. Like the players, many of our referees are young and learning. They do not need abuse from spectators or coaches under any circumstance – you are not helping or teaching when you yell at an official. If there is an issue the players need to sort it themselves with the referee. A game of soccer is an opportunity for the kids to make their own decisions and learn how to deal with triumph and adversity.

You have an important responsibility to help insure the safety of the players by making sure they have proper equipment at games and practices, especially shin guards, and that all jewelry is removed before play commences. The referee should never have to remind the players of this. Unless your club has provided a trainer, the job of assessing injuries and treating injured players during a game will fall on your shoulders. Make sure you are prepared to do this when the occasion arises.

Remember that it's just a game. Please make sure your parent spectators remember this as well. Never do or say anything to the players or officials that you would not want them to hear from a teacher in the class room. Players will learn from everything you do and say, positive or negative.

It's also important to point out that all coaches, referees, parents and players are strongly encouraged to participate in and accept the GVSA Respect Campaign Code of Conduct and promote it's high standards of behavior in and around the game at all times.

Additionally, coaches are responsible for knowing and understanding the GVSA rules. A plea of ignorance to the bylaws, game day procedures or GVSA rules, regulations and policies is not sufficient, and violators may expect appropriate action by the board of directors of GVSA. Coaches are encouraged to download and print a copy of the GVSA rules for their reference from the GVSA website www.gvsoccer.org. Additionally, should you need to review rules at the field, you may go to the GVSA website, click on the GVSA rules tab. If you then press and hold on the rules page, a PDF will be created that you can then scroll through. If you do not press and hold on the document, you will only be able to view the first few pages.

Good luck to you and your team and may your players enjoy every game, win, lose or draw.



GVSA

Game Reporting Procedures

It is very important that all game results are reported promptly! Please do the following:

At the Game

- **Give the referee the Game Report. ~~CROSS OUT THE NAMES OF ANY PLAYERS AND COACHES WHO ARE NOT PRESENT!~~** This is especially important in U13 and older age groups, as teams may register up to 22 players, but only 18 may dress for a game. It is also to ensure that suspended players and coaches are not participating. If a name is not crossed out we can only assume the Player/Coach participated in the game.
- **In the Elite Divisions, U15 Boys Fall and U15 Girls Spring only** you may be allowed to use players with a Club Pass Card (CPC). The names of such players (no more than two for Elite and Three for U15) must be written on the Game Report, along with the name or number of their regular team (this is on their Pass Cards).
- **You must have a GVSA pass card for all players and team officials (coaches) who are on the sideline. These must be printed in color and laminated. They must all be listed on the game report. A maximum of three Coaches may be on the sideline with a team during a game.** Under no circumstance may a player play for your team if he/she is not registered on your team through GVSA, other than Club Pass Card (CPC) Players to Elite Teams only. Using an ineligible player is a serious offense and any coach who does so will be subject to suspension and further disciplinary action.
- **If no pass card is available, the Referee cannot allow the player to participate.** However, If the if the Coach playing the player(s) with missing pass cards concedes the game as a forfeit the game is played as normal IF they can provide a photo of the pass card AND the official roster with the player listed (see GVSA rules section C 4). If this is not presented, the player(s) may not participate in any way and teams may not scrimmage. The player(s) must sign the back of the game report, print their name and number. The GVSA office will verify that they are registered. Unregistered players will result in additional fees and suspensions (see rules) The referees are to be paid. (see GVSA Rules)
- **All adults present on the sideline must be in possession a GVSA Pass Card showing their Risk Management/SafeSport information.** The Risk Management cannot be expired (a valid pass card will be marked "KIDSAFE". It is valid one year past the date listed). If an adult does not have this he or she will not be allowed to participate as a coach under any circumstance. **There must be at least one adult coach present during the game.** If not, the game shall not be played, the referees will be paid and the absence of a coach reported to GVSA.
- If either team does not have seven (7) players available within fifteen minutes of the stated game time, the game will be forfeited to the other team, as long as they have seven (7) players available. In U11 and U12 games the minimum number of players needed is five (5); in U10 and younger games the minimum number of players needed is four (4).
- **The home team must provide a self-addressed stamped envelope to the referee** (the envelopes are included in the team packets – please put a stamp on them).
- **Pay the officials**, if you are the home team.

After the Game

- **CHECK THE GAME REPORT!** Make sure the goals scored are correct, as well as the final score and any cards issued before signing it. Since the game report is the only official documentation for the game, any suspensions for Red or Yellow cards, as well as the official score, are based on this! Coaches are not to make any comments on this report – it is for the Referee's use only! The Coach may ask the Referee change errant information. If the referee declines to make the requested changes, the coach should check the box below their signature to dispute the report. If a coach feels the need to make comments, they must be submitted in writing to GVSA through the Coach's Club Representative within 24hrs of the game.
- **Double check that any Players or Coaches not present are crossed off!**
- **A team official must sign the Official Game Report. If a coach refuses to do this, he/she will receive an automatic one game suspension, even if an Assistant later signs it!**
- The referee is responsible for mailing the game reports in. He or she may add comments or

fill in the Sportsmanship scores after leaving the field.

- **Each team is issued one Referee Observation Form.** Please complete for the game assigned and return in the blue envelope provided. They are very useful in identifying both good and bad officials. A self-addressed light blue envelope has been provided (please note the address is different on this envelope than it is for the game sheets. Please use the correct one). If you want better official, please do your part by returning this report.
- Each team's coach is responsible for making sure all player suspensions are served. While we try to notify each club of all suspensions **it is the responsibility of each coach to know the rules and enforce them!**

When you Get Home

- **Post the Result at once on the website- www.gvsoccer.org!** This is the responsibility of the winning team (Home Team in the event of a tie).
- Results posted on the website are immediately viewable. If you don't see the result of a game we did not receive it.

Team/Club Process for Game Day Referee Follow-up

USSF certified referees working GVSA games receive up to 30 hours of training on techniques, mechanics and laws of the game by their second year of officiating. This training continues with every year and includes on field assessments, mentoring and season clinics as well as meetings to focus and improve skills. The objective of GVSA, GVSOA (Grand Valley Soccer Officials Association) and USSF is to have the best qualified officials possible. Specifically, West Michigan has one of the best referee programs in the state and Michigan stands out as one of the best programs in the nation – one which we are very proud of.

This investment in knowledge and skill development of referees is made because USSF and the Michigan Referee Committee realize the importance of quality referees. However, referees can and do make mistakes. Referee decisions are not disputable nor can they be the basis of a protest but should any club feel that one of their games was officiated by an unqualified or inappropriately placed referee, GVSA would request that clubs follow the procedure below:

- Do not approach referee after the game except to thank him/her for their time and to sign Game Report. Make note of game number, date and time along with age group and team played.
- Sign the game report and check the box to dispute goals or cards reported.
- Submit a written report to your Club's Board or Executive Director, detailing why you feel a follow-up with the referee is necessary.
- Within 48 hours after the game, the GVSA Club should report the issue in writing to the GVSA administrator with exact details and as much information as possible.
- If the GVSA league feels this complaint deserves further investigation then they will request that GVSOA looks into the situation.
- The administrators of GVSOA will follow established procedures to evaluate the situation and arrange any follow up needed.
- GVSA will be advised of the results of this evaluation and any action taken.
- GVSA will notify the Club of the results of the evaluation and any action taken.

**A COMPLETE SET OF RULES CAN BE FOUND AT
WWW.GVSOCCEER.ORG ON THE RULES TAB!**

**Please Remember at all times
FAIR PLAY!
It's FIFA's motto and GVSA's goal!**

