

NCYSA Match Day & Reporting Step-By-Step Guide

BEFORE THE MATCH

Collect the match report from the home team. This report also contains the rosters for both teams.

Write the names of all coaches and assistant coaches on the roster.

Collect the player and coach cards. If physical cards are not presented, coaches may use digital versions on a tablet or phone.

Ask the coaches if they have any players who are sitting out due to a suspension.

Ensure that any sit-out players are present and dressed in street clothes.

Compare the names and numbers on the rosters to each player and confirm who is present and who is absent.

Any player who is not listed on the roster but who can present a player pass proving that they are the match age group or younger may be added to the roster and play.

If any player or coach cannot present their pass (physical or digital) they must NOT be permitted to participate in the match or remain in the team area.

DURING THE MATCH

Take brief notes on any Yellow Cards or Red Cards shown to players and coaches. Write the jersey number (or head/assistant coach), the minute of the match, and the reason.

Take brief notes on each goal and write down the final score.

Take notes if there are any issues with spectators, the condition of the field, inclement weather, serious injuries (including potential concussions) etc.

Any red cards should include detailed notes on exactly what happened using the Laws of the Game and FIFA's Considerations.

AFTER THE MATCH

Confirm with your crew that your notes on goals and cards are accurate.

A signature from a coach is NOT required.

Scan the QR code at the top of the match report. This will take you to the digital match report on Soccer in College (SiC) which is the REQUIRED report. If you do not have the roster to scan you can find the link in the Arbiter Match Report on the WEBSITE version of Arbiter Reporting.

If you do not know your SiC login information, select “Forgot Your Login” and enter your email address.

- Should you have further issues Send and Email to DA@NCSoccer.org with the following information:
 - First & Last Name - Email Address Associated with Arbiter - Phone #

Enter the score for the Home Team and Away Team in their respective boxes.

If any players received a card, select that player in the online list and report the details of the card shown in the “1st incident” category.

If a player with a yellow card also received a red card later in the match, input those details into the “2nd incident” category.

If a player served a suspension by attending the match in street clothes, select that player from the list and click on the box that reads “Sat Out”

If a coach or assistant coach received a card, follow the same procedure to report the card and use the text box to enter the name of the coach who was shown the card.

Use the “Notes” section to write IMPORTANT details about the match, including weather delays, match abandonment, spectator behavior, field condition, serious injuries etc.

If there are no additional notes that the league/assignors should know, leave the Notes section blank.

Review the report to ensure accuracy and then select “Save” to submit your final report.

RED CARD REPORTS

ALL RED CARDS MUST RESULT IN A SUPPLEMENTAL REPORT

Once the SiC match report has been completed, the referee MUST report the details of the Red Card in a supplemental report.

For Youth Games under NCYSA and Adult Games under NCASA, use this link <https://www.ncsra.org/redcards>

The report must include all details pertinent to the red card and should be accurate to the best of your ability, using terminology from the Laws of the Game and the FIFA Considerations.

Each red card requires an individual report.

Once all red card supplemental reports have been submitted, send an email to the assignor who assigned the game with a brief explanation of any red card incidents.

https://soccer.sincsports.com/photos/tid/NCFL/user/Online_Score_Reporting_for_TMs_8_24_22.pdf

<https://soccer.sincsports.com/photos/tid/NCFL/user/HowtoPrintMatchReports1.pdf>

https://soccer.sincsports.com/photos/tid/NCFL/user/ELECTRONIC_PASSES_TEAM_OFFICIALS_INSTRUCTIONS.pdf