

# **FALL 2020: DETAILED NCSA COACH CHECKLIST**

## **SEASON PREPARATION**

- 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!). Coaches can edit contact data and **[NEW]** enter pass # here so it prepopulates Match Day Form.

## **GAME PREPARATION**

- 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 contacted you, the home coach is advised to contact 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 for players and staff must be present at the field
    - 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 and must be laminated
- Match Day Form (MDF)
  - Creating the Form (**[NEW]** the creation of the MDF has been made mobile friendly to accommodate any necessary coach updating MDF at the field before game time. **[NEW]** No handwritten changes / additions may be made at game time since all forms are electronic).
    - 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.
    - [NEW]** A new data field has been added to capture the Coach Pass Number on the MDF. To facilitate this, a coach may now save the coach pass number under PERSONAL INFORMATION>>>Edit Personal Data. If the pass number is saved for that coach, it will prepopulate on the MDF creation page just as it prepopulates the coaches' names. For coaches' info not prepopulated, it may still be typed in.
    - [NEW]** The MDF creation page contains a certification of compliance with the statements on the MDF by the person creating it on behalf of all coaches. The language of the MDF can be accessed by a link before saving the MDF as well as on the public site under STANDINGS / OTHER GAME INFO>>>Game Day Form.
- 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 submitting MDF
  - Only properly carded coaches who are listed on the MDF and have a valid coach pass at the game may be on the team sideline and give direction to the players in a game.

- ❑ Players Playing Up
  - ❑ [NEW] All players not carded to the playing team, but permitted by NCSA Rules of Competition to play for that team, must be listed ONLY on the MDF
  - ❑ [NEW] The instruction language has been clarified that all players playing up (a broader term under Fall 2020 Rules of Competition) must be listed with uniform number, player name, pass number and NCSA team registered to.
  - ❑ [NEW] The list of teams to which the player playing up is registered will be chosen from a list that includes all NCSA league teams from that club. It is the coach's responsibility to know if the player is eligible to play.
- ❑ US Club Roster
  - ❑ Must be the "Northern Counties Soccer Association of NJ (NCSA) Official Roster" that has been watermarked and dated by the league and [NEW] stored in NCSA database.
    - ❑ Guest players are not allowed in the NCSA. Players playing up from other NCSA teams of that club are not guest players and must be noted on the MDF as outlined above.
  - ❑ 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.
  - ❑ [NEW] Uniform numbers must be on the roster
  - ❑ Pictures of all players and staff must be on the roster

### **GAME DAY: WHAT TO HAVE AT THE FIELD**

- ❑ 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. [NEW] Venmo payments will be accepted
  - ❑ U10 and under = half of center
    - ❑ AR's are typically not assigned for U10 and younger; however, if assigned for referee assignment continuity, your MDF will reflect that assignment.
  - ❑ 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
- ❑ Valid passes for all players and coaches

### **GAME DAY: WHAT TO CHECK BEFORE LEAVING THE FIELD**

- ❑ 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 within 24 hours if you need to edit to provide full correct information for Coaches and Players Playing Up.
  - ❑ Contact your Division Commissioner if you miss the deadline or if you discover you used an ineligible player or coach, which we will also determine from the referee report.

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

- ❑ 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.