



HOME CLUB RESPONSIBILITIES (updated 8/1/2016)

BRING TO FIXTURE

AT FIELD:

- Team Benches
- Central Check in area: Tent and/or table close to fields for away team to check in

TWO (2) COPIES OF THE OFFICIAL US CLUB SOCCER ROSTER: Please indicate legibly on both copies

- Cross off players not dressing
- Indicate players serving red card suspension (also cross off)
- Write down any Home Club FPL players playing off roster in accordance with Florida Premier League NPL Rules and Regulations 2.10

ONE (1) COPY OF THE OFFICIAL FPL GAME REPORT: Please indicate legibly

- game day players names, pass# and jersey numbers accurately completed
- Confirm Home players indicated on USCS roster are shown on the FPL game report
- Game #, game date, age group and gender completed

ONE (1) COPY OF THE US CLUB SOCCER SUMMARY FACT SHEET: Evaluation and return-to-play protocols for players who have suffered head injuries

BLANK COPIES OF THE US CLUB COMPETITION INCIDENT REPORT

PLAYER AND COACH PASSES: Current, non-expired passes from your club

- Check home players on roster and game report have a pass (no pass, no play)

REFEREE FEES: Each team provides

- U13/14 \$50 two (2) x \$20 bills and two (2) x \$5 bills
- U15/16 \$60 two (2) x \$20 bills and two (2) x \$10 bills
- U17/19 \$70 two (2) x \$20 bills, two (2) x \$10 bills, two (2) \$5 bills

PRIOR TO THE MATCH

MEET WITH AWAY TEAM MANAGER:

- Obtain both copies of Away team official USCS roster and collect game day passes
- Confirm Away players indicated on USCS roster have a pass (no pass, no play)
- Ensure Away team portion of FPL game report by either:
 - (a) Using FPL Approved label provided by Away team
 - (b) If no label provided Away team must hand write all information on the game report
- Confirm Away players indicated on USCS roster are shown on the FPL game report



- When complete both Home and Away TM or coach signs the game report under player names. Any player listed on the game report is deemed to have played in that game.
- Collect appropriate referee fees from Away team
- Attach one copy each of Home and Away USCS roster to FPL Game report
- Keep second copies in home club file

MEET WITH HEAD REFEREE:

- Complete Referee names and grade level on FPL Game Report
- Give player passes and FPL game report to referee to check in the teams.
- [Give referee the US Club Soccer Summary Fact Sheet protocols for head injuries](#)
- After player check in keep paperwork safe and dry!
- Passes for the starting eleven for both teams are retained by the head referee
- Passes of non-starting players are returned to head coach of their respective teams

DURING THE GAME

HOME TEAM COACH:

- Maintains discipline on sideline
- When substituting gives player his/her pass in order to enter game (see REFEREE below)

REFEREE:

- Keeps track of goals: Player jersey# and time of goal (minute)
- Keeps track of yellow cards: Code of Misconduct(CD), jersey# and minute
- Keeps track of red cards: Code of Misconduct(CD), player name, jersey# and minute
- [Keeps log of injuries and cards: completes appropriate supplemental report\(s\)](#)
- Substitutions: At any stoppage (referee discretion)
 - (a) New player stands at halfway line
 - (b) AR1 verifies pass, player and equipment
 - (c) Player waits to be beckoned by Center referee
 - (d) New player enters field once the substituted player has left the field of play
 - (e) Substituted player may not reenter the game in that half.
- Returns all passes at half time to the head coaches except the passes of players starting the second half: Substitution procedure repeated for second half

AT END OF GAME

Confirm statistics and ensure the FPL game report is completed in full by referee

- Game report has all goals (jersey# and minute)
- Game report has all cards issued Code of Misconduct(CD), jersey# and minute
- [Incident form & referee supplemental\(for injuries, red card & other discipline actions\)](#)

Pay referees

Obtain coach signature on completed game report to verify score (near score box)

Email three (3) documents to NPL-Florida@USClubsoccer.org



- (1) Completed, signed official game report from referee
- (2) Home team USCS official club soccer roster used for check in
- (3) Away team USCS official club soccer roster used for check in

Retain second copies of Home and Away USCS rosters in Home Club Match file for further FPL use upon request.