



# Capital Area Soccer League

## Game Day Procedures

Capital Area Soccer League  
6025 Curry Lane,  
Lansing MI. 48911

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### Day Prior to match:

The **Home Team** of the scheduled match should contact (via phone or email) the away team to ensure the following: ([Where to find contact information](#))

- Confirm home team and away team for the match
- Confirm Venue location - address and playing format (7v7,9v9,11v11)
- Confirm kick-off time
- Confirm referees for the game ([Game Officials Website](#))
- Address any issues prior to away team arrival (Parking issues or location, field location hidden, multiple fields, etc.)
- **Finally, always wish each other good luck and a fair game!**

### Pre-Game Checklist for Coaches:

- Match Cards Printed - One (1) if Home Team - One (1) if Away Team ([See how to print Match Cards](#)) - **Select "Standard"**
- Pass card sheet or Laminated Pass Cards (**Emailed by CASL or Club**) or Virtual Cards ([How to access Virtual Passcards](#))
- Risk Management Card ([How to Print RM Cards](#))
- Referee Fees ([See Referee Fees](#))
- Copy of Game Day Procedures
- Copy of CASL Rules

### Home Team Responsibilities

The home team during the season is responsible for the following:

- Provide the game ball
- Fields are cut, lined, and marked with corner flags
- Goals are anchored
- Nets are in good shape

## **Pre-Game Check-In:**

1. For check-in, a sheet of the passcards document printed from Got Sport must be presented to the referee. Players/coaches must be identifiable in the photo. A black and white copy is acceptable. **A laminated sheet or cards is highly suggested but not required.**
2. **The home team** should provide the referee with two (2) Match Cards printed from Got Sport. ([See How to Print Match Cards](#)) - **“Select Standard”**. One for the ref to email to gamereports@caslsoccer.org and one for the home team to keep for their records. Away teams are only required to provide one (1) Match Card.
3. **Both home and away** teams give the referee all Match Cards (s) and pay the refs. Refs must be paid prior to the start of the match. If the refs show up, they get paid no exceptions. ([See Referee Fees](#)).
4. Cross out the names of any players and coaches who are not present or are fulfilling a suspension. If a name is not crossed out it will be assumed that the player/coach participated in the game and could result in a forfeit due to ineligible participants.
5. Referees check-in individual players using the passcard sheet. Each player/coach must be listed on the Match Card and have a CASL/MSYSA pass card to be allowed on the sideline.
  - a. A maximum of 4 coaches/team officials may be on the sideline with the team during the game. All extras including managers must be crossed off and remain on the parent side of the field.
  - b. Under no circumstance may a player play for your team if he/she is not registered on your team through CASL. Using an ineligible player is a serious offense and any coach who does so will be subject to suspension and further disciplinary action.
    - i. If no pass card is available, the Referee cannot allow the player to participate. However, If the Coach playing the player(s) with missing passcards concedes the game as a forfeit the game may be played as normal or as a scrimmage. **No exceptions.**
6. **Guest Players: [Fall/Spring 2021](#)**
  - a. Players that are not listed on the **Match Card** - including **guest players** - may be handwritten but must have a player card in order to participate in the game.
  - b. The coach is responsible to make sure they are eligible to play on this team this includes
    - i. **Age** ([See Birth Chart](#))
    - ii. **Not serving suspensions**
    - iii. **Does not exceed Rosters Size** ([See Roster Size](#))

7. All adults present on the sideline must be in possession of a CASL/MSYSA Pass Card showing their Risk Management/SafeSport/CDC information. The Risk Management cannot be expired (a valid passcard will be marked with SSC and CDC). The card 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 CASL.
  - a. If a coach has a picture of their RM Card this may be accepted - but the coach MUST show this to the referee to verify.
8. 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).
9. If no referees show up for the game, the home team should contact the League Director for assistance. If the League Director can't be reached, you may use a qualified referee from another field if possible.
  - a. As a last resort, the coaches may agree to play the game with an agreed-upon appointed referee **(must be certified)**.
  - b. If both coaches agree to a game reschedule - the game will be allowed to be rescheduled with no fee. (Email the League Director- [director@caslsoccer.org](mailto:director@caslsoccer.org) )
  - c. If a team is experiencing illnesses due to COVID **(Team must have less than the required minimum of players - See 7)**. Games may be rescheduled to a later date without the game change fee. This must be approved by CASL before making arrangements. (Email the League Director- [director@caslsoccer.org](mailto:director@caslsoccer.org) )

**Teams are asked to show extra sportsmanship if teams show up for the game and are very short on players. Running up the score will not do anyone any good. Consider playing down in numbers as well to allow for a more competitive game, or adding internal restrictions to the team to challenge the players i.e. 2-touch, crosses only, etc.**

### **Post Game (on-field):**

1. One coach or team manager from both the **Home Team** and **Away Team** should meet with the referee to review the Match Cards.
2. **The referee** will explain what has been written on the Match Card (score, cards given, and any players or coaches crossed off of the report).

- a. Any complaints or changes that are disputed must be submitted in writing to CASL for Review ([Complaints@caslsoccer.org](mailto:Complaints@caslsoccer.org)).
3. Once agreed, the **Home Team Manager or Coach** and the **Away Team Manager or Coach** sign all Match Cards. One for the **Home Team, Away Team, and Referee**.

### **Post Game (When You Get Home):**

1. After the game, the **Winning Team** is required to submit the score via Got Sport. In case of a tie, the **Home Team** will submit the score.

**\*\*Scores must be submitted within 48 hours of the match\*\***

### **How to submit a score:**

- Submit your score via the [CASL Public Page](#) using the walkthrough below  
Pin: "CASL"

#### **[Submitting a score via "Public Page"](#)**

2. The **Winning Team** or **Home Team (in case of a tie)** is required to upload their **Match Card** via the [CASL Public Page](#)
  - a. Upload and scoring are required within 48 hours of the match.
  - b. Simply take a picture of the **Match Card** (Game Sheet) and submit it to the "Upload Game Sheet" Link
  - c. If your **Match Card (Game Sheet)** is lost or you are having trouble uploading it to the form please email it to ([Gamereports@caslsoccer.org](mailto:Gamereports@caslsoccer.org)) with your Game number and result in the subject line.

### **Home and Away - Field Diagram:**

Below is a diagram for the Coaches, Players, Referees, and Spectators to follow, this should be used as a reference whenever possible.

