



Greater Central Florida Youth Soccer League HANDBOOK

 gcfsoccer.com

 admin@gcfsoccer.com

Member [Florida Youth Soccer Assoc.](#)



TABLE OF CONTENTS

About GCFYSL	1
<i>Contacts</i>	1
<i>Requirements to Participate in GCF</i>	1
<i>Members vs Non-Member Clubs</i>	1
<i>Fees</i>	1
How to Register for the Season	2
<i>Registration Payments</i>	2
<i>Register in GotSport</i>	2
<i>What’s Next?</i>	4
Entering Schedule Requests (Blackouts)	5
<i>How to Enter Blackout Dates/Times at the Team Level</i>	5
<i>How to Enter Blackout Dates at the Admin Level</i>	6
<i>Removing Schedule Requests at the Team and Club Level</i>	6
Preparing for Game Day	7
<i>Filling the Event Roster</i>	7
<i>How to Print Rosters and Passes</i>	7
<i>How to Print Match Cards</i>	8
<i>How to Print Medical Release Forms</i>	8
Editing or Updating Your Roster	9
<i>How to Add Club Pass Players</i>	9
Game Day Procedures	10
<i>Pre-Game</i>	10
<i>Game Check-In</i>	10
<i>Post-Game</i>	10
Entering Scores and Red Cards	11
<i>Quick Add of Score</i>	11
<i>Entering Score and Red Cards through Team Management</i>	11
<i>Entering Score and Red Cards through the scoring website</i>	11
Red Cards	12
<i>Fees</i>	12
<i>Entering Red Cards</i>	12
<i>Red Card List</i>	12
<i>Serving Red Cards</i>	12
<i>Suspensions</i>	12
Rescheduling	13
<i>The Reschedule Process</i>	13
<i>Communication</i>	13
<i>Deadlines</i>	13
<i>How to GotSport Chat</i>	14
<i>How to Submit a Game Change Request</i>	14
<i>When You Receive a Game Change Request</i>	15
Forfeits	15
Referee Fees	16
<i>No-Show Referee</i>	16
Division 2 Spring Playoffs	16
Miscellaneous	17
<i>Forgotten Credentials</i>	17
<i>Questions?</i>	17

ABOUT GCFYSL

Greater Central Florida Youth Soccer League (GCFYSL) is an FYSA-affiliated league with 40 clubs and nearly 400 teams participating each season. GCFYSL offers separate Fall and Spring seasons for Central Florida girls and boys youth soccer teams U9 to U19. There is no minimum for the number of teams a club may enter. The coverage area spans central Florida, with neutral field planning offered to minimize long-distance travel.

CONTACTS

Administration: General League questions, GotSport game change requests, club contact updates, website	admin@gcfsoccer.com
President: Operations (schedules, games, club issues)	president@gcfsoccer.com
Vice-President: Discipline (Red Card issues)	2ndvp@gcfsoccer.com
Treasurer: Finances (Registration fees, Red Card fees, Rescheduling fees)	treasurer@gcfsoccer.com
Secretary: Administrator	secretary@gcfsoccer.com
League Board	bod@gcfsoccer.com
Reschedule requests and issues	reschedules@gcfsoccer.com
Red Card form submissions	redcard@gcfsoccer.com
Scholarship Committee	scholarship@gcfsoccer.com

REQUIREMENTS TO PARTICIPATE IN GCF

- Clubs must be a registered member of Florida Youth Soccer Association (FYSA). Teams must be affiliated with a club who is a member of FYSA.
- Clubs must have an approved Home field available to host home games.
- Clubs must assign a Point of Contact (POC) who is the liaison between the teams and GCF. The POC is responsible to stay current on GCF rules and procedures and handle all game reschedules staying in communication with opponent club POC.
- Clubs must have a Director of Coaching and provide their contact information.
- Clubs must have a USSF certified Referee Assignor with access to licensed referees for assignment.

MEMBERS VS NON-MEMBER CLUBS

Member Clubs are required to send a representative to all league meetings and participate in decisions up for vote.

Non-Member Clubs join the league without operations involvement.

FEES

Member Fees: \$100/team/season

Non-Member Fees: \$200/team/season

HOW TO REGISTER FOR THE SEASON

Team registrations are completed separately for the Fall and Spring seasons. You can participate in one or both. Registration is done in GotSport.

REGISTRATION PAYMENTS

Teams are registered individually in order to enter a stored payment method or, by request, multiple teams can be registered at once as a Club (minimum 8 teams). Clubs must be in good standing to allow club registration.

PAYMENT REQUIREMENT

GCF requires a credit card entry for each team. **The registration fee WILL NOT be charged until the announced deadline.** You still have the option to mail payment by check (and reduce processing fees), but a card must be attached to the account to ensure payment will be received.

PAYMENT BY CHECK (AVOID PROCESSING FEES)

You have the option to avoid credit card processing fees by paying by check. Register the teams with a credit card but before the payment deadline, send the check to *GCFYSL, PO Box 700146, St. Cloud, FL 34770*. Identify your club and which teams you have registered.

CLUBS IN BAD STANDING

If your account is past due from the previous season, you will need to pay outstanding invoices before your teams will be accepted or your players will be eligible for scholarships. Please contact Treasurer Patty Herodier to resolve these issues, treasurer@gcfsoccer.com.

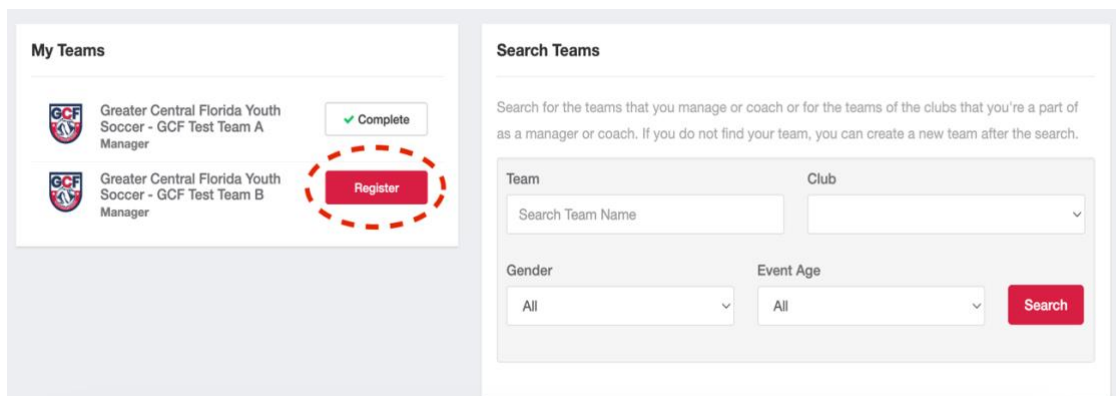
REGISTER IN GOTSPORT

Teams register through the registration link. Clubs register through Teams > Registration.

TO REGISTER AN INDIVIDUAL TEAM

You must be added to the team personnel in order to register.

1. Start at the current season registration link (see gcfsoccer.com).
2. Login to GotSport. Next to the appropriate team click **Register**.



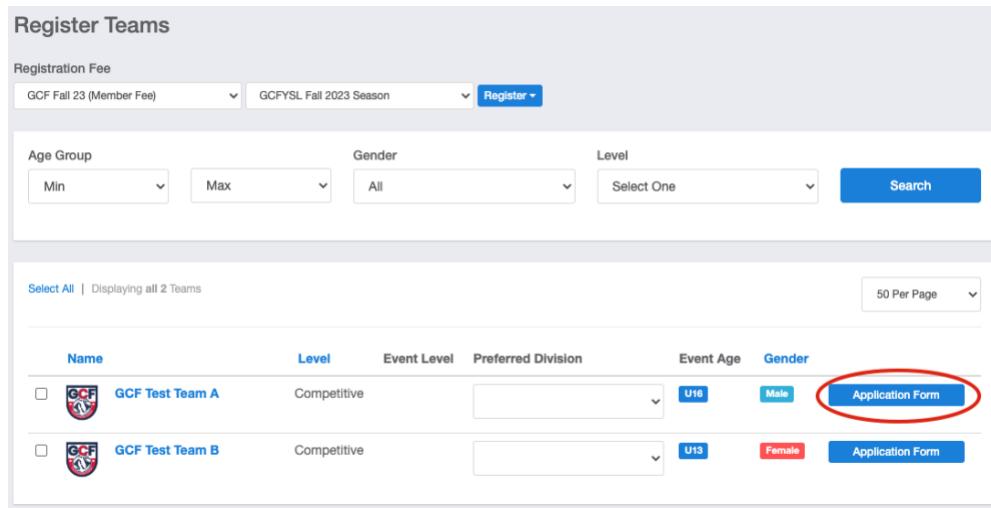
3. Continue through registration:
 - e-sign the registration commitment
 - enter blackout dates if available (this can be done later)
 - choose Non-Member or Member fee
 - complete checkout

TO REGISTER MULTIPLE TEAMS AS ADMIN/REGISTRAR WITH APPLICATION

1. From the GotSport Dashboard go to **Teams** then click **Registrations** in the top menu bar *-or-* From Club Management go to **Team Registrations > Registration**.
2. Find the season (ex. *GCFYSL Fall 2023*). If you do not see the season while scrolling, click the **All Events** button and search for **GCFYSL**.
3. Click **Register**.



4. To narrow the team list, set the Level filter to **FYSA Competitive** and click **Search**.
5. Set the Preferred Division.
6. Click **Application Form**.



7. Continue through registration:
 - e-sign the registration commitment
 - enter blackout dates if available (this can be done later)
 - choose Non-Member or Member fee and complete checkout

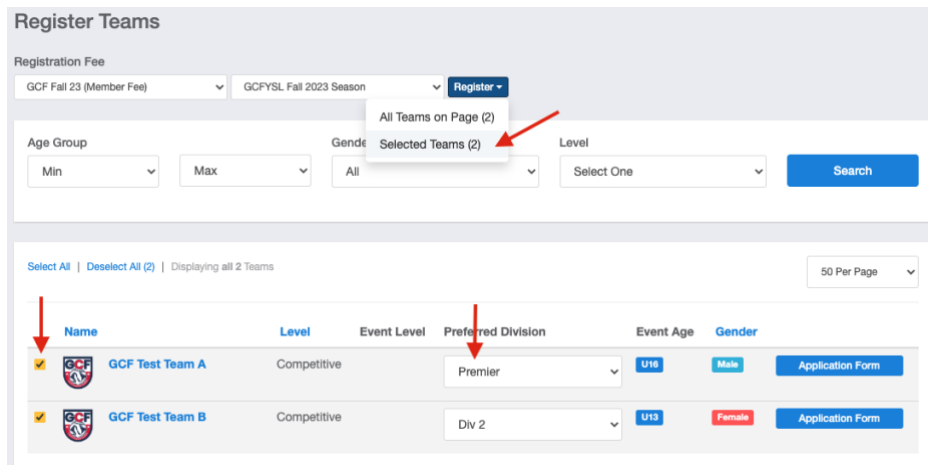
TO REGISTER MULTIPLE TEAMS WITH CLUB DIRECT ENROLL

Club Direct Enroll registration is open to clubs with 8 or more teams to register. This must be activated by GCF when you are ready to register. A date and time is arranged between you and GCF to open this option.

1. From the GotSport Dashboard go to **Teams** then click **Registrations** in the top menu bar -or- From Club Management go to **Team Registrations > Registration**
2. Find the season (ex. *GCFYSL Fall 2023*). If you do not see the season while scrolling, click the **All Events** button and search for **GCFYSL**.
3. Click **Register**.



4. To narrow the team list, set the Level filter to **FYSA Competitive** and click **Search**. (optional).
5. Check the box next to each team to register.
6. Set each **Preferred Division**.
7. From the **Register** button, choose *Selected Teams*.



8. The teams are then highlighted and registered into the event.

WHAT'S NEXT?

- If you did not do so during registration, enter schedule requests/blackout dates as soon as possible. Most teams already have planned tournaments or club events which can be entered as non-available play dates. This avoids the need for rescheduling later.
- If you plan to pay by check be sure to send it in before the payment processing deadline.

ENTERING SCHEDULE REQUESTS (BLACKOUTS)

Date Restrictions. If you did not enter what weekends you are unavailable during registration (blackout dates), be sure to add them prior to the deadline. A maximum of 4 dates will be accommodated. Requests are not guaranteed to be honored and will not be accepted if submitted after the league’s cutoff date.

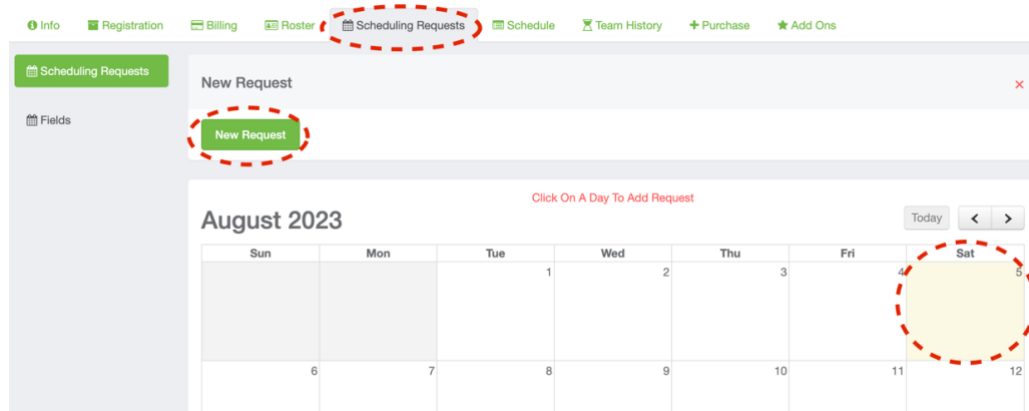
The following holidays are automatically free of games and do not require a blackout:

- Labor Day weekend
- Columbus Day weekend
- Thanksgiving weekend
- Easter weekend
- Mother’s Day weekend (League 2 championship takes place)

Time Restrictions. You also may enter time restrictions. If, for example, an SAT is taking place and you need a game to start in the afternoon, you can enter a specific start time. If you enter a time the date will not be blacked out entirely.

HOW TO ENTER BLACKOUT DATES/TIMES AT THE TEAM LEVEL

1. In GotSport, go to **Team Management**. (You must have a team role.)
2. Choose your team and click **Team Registrations**. Find the correct **GCFYSL** season and click the name.
3. Click **Scheduling Requests**. Navigate to the date and click it. Above the calendar, click the **New Request** button.



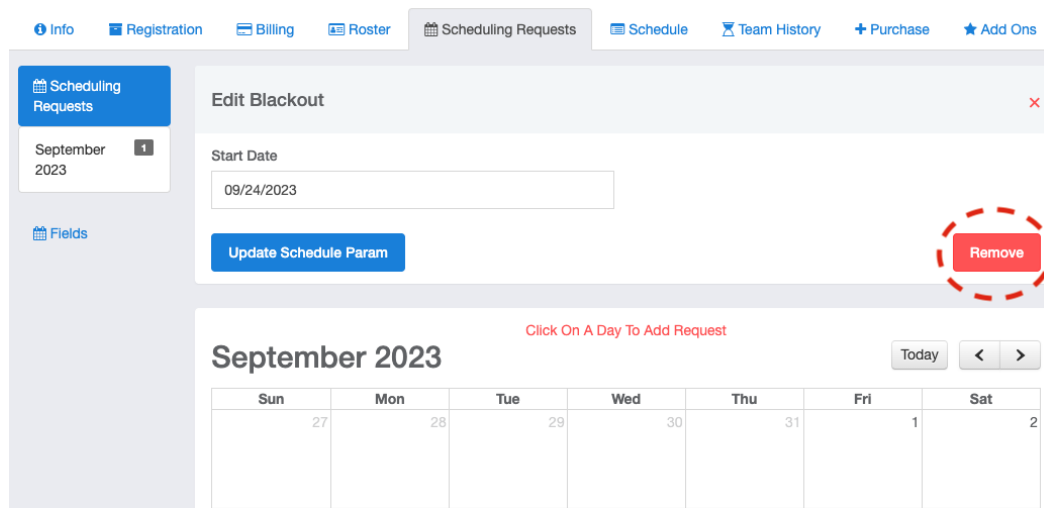
4. Check that the correct date is filled. Click **Create Schedule Param**.
 - Start Date:** date to blackout
 - End Date:** only needed if multiple days in a row
 - Schedule Start Time:** used if you are not blacking out the date but need to start after a certain time, enter the earliest a game should be scheduled
 - Schedule End Time:** enter the latest a game should end
 - Schedule Valid Pitches:** not used by GCF as clubs schedule their own fields
5. “Blackout” will now appear on the Calendar.

HOW TO ENTER BLACKOUT DATES AT THE ADMIN LEVEL

1. In GotSport under **Club Management**, click **Team Registrations**.
2. In the Event field enter *GCFYSL* to start a search and choose the correct season. Click **Search**.
3. Click the team that you wish to add blackout dates.
4. Click **Scheduling Requests**.
5. Navigate to the date and click it. Above the calendar, click the **New Blackout** button.
6. Check that the correct date is filled. Click **Create Schedule Param**.
7. “Blackout” will now appear on the Calendar.

REMOVING SCHEDULE REQUESTS AT THE TEAM AND CLUB LEVEL

1. Navigate back to the date and click on the box.
2. Scroll to the top of the page and click the red **Remove** button and **OK**.
The Blackout is removed.



The screenshot shows the 'Scheduling Requests' section of the GotSport interface. At the top, there are navigation tabs: Info, Registration, Billing, Roster, Scheduling Requests (active), Schedule, Team History, Purchase, and Add Ons. Below the tabs, there is a sidebar with 'Scheduling Requests' and 'Fields' options. The main content area is titled 'Edit Blackout' and contains a 'Start Date' field with the value '09/24/2023' and an 'Update Schedule Param' button. A red 'Remove' button is circled in red. Below the form is a calendar for 'September 2023' with a 'Today' button and navigation arrows. The calendar grid shows the following dates:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2

PREPARING FOR GAME DAY

FILLING THE EVENT ROSTER

Event rosters must be populated in order for players and coaches to appear on the match cards. Starting Fall 2023, rosters will be sourced from the FYSA registration event. This means as long as the team is first registered to the FYSA Registration Event, the roster will fill in the GCF event.

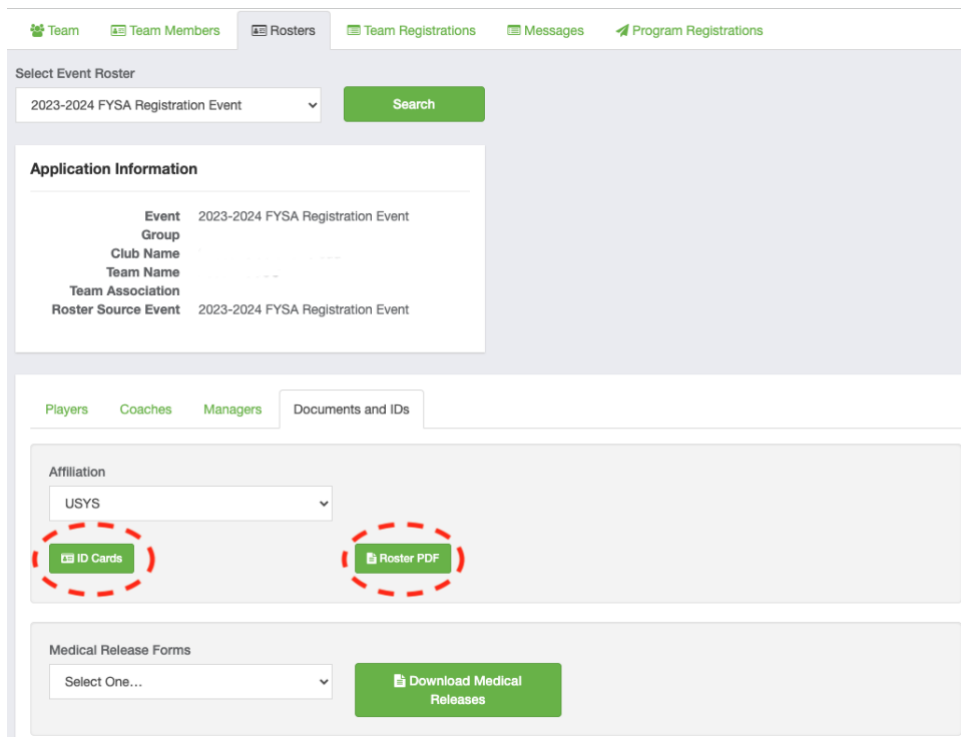
Club Registrars should be sure that teams are registered to the current year's FYSA Registration Event (ex *2023-24 FYSA Registration Event*) before registering to GCF. The team must be created in GotSport but there is no minimum number of players assigned.

If you registered before the FYSA event was open, GCF will request that FYSA add the source roster on the back end. You are not required to do so.

HOW TO PRINT ROSTERS AND PASSES

[Find detailed GotSport instructions here.](#)

1. Login to GotSport at system.gotsport.com.
2. Click on **Team Management** and click on your team name.
3. Click on the **Rosters** tab.
4. For **Select Event Roster**, select either the FYSA Event or the GCF Season and click **Search**. (Both choices populate from the same roster build.)
5. Go to the **Documents and IDs** tab to download PDF documents.
ID Cards = Passes (print, cut into individual passes, laminate)
Roster PDF = Official FYSA Team Roster (print and place in team binder)



The screenshot shows the GotSport interface. At the top, there are navigation tabs: Team, Team Members, Rosters (selected), Team Registrations, Messages, and Program Registrations. Below the tabs, there is a 'Select Event Roster' section with a dropdown menu set to '2023-2024 FYSA Registration Event' and a green 'Search' button. Underneath is an 'Application Information' box with fields for Event, Group, Club Name, Team Name, Team Association, and Roster Source Event, all populated with '2023-2024 FYSA Registration Event'. Below this is another set of tabs: Players, Coaches, Managers, and Documents and IDs (selected). In the 'Documents and IDs' section, there is an 'Affiliation' dropdown set to 'USYS'. Below it are two green buttons: 'ID Cards' and 'Roster PDF', both of which are circled with a red dashed line. At the bottom, there is a 'Medical Release Forms' section with a dropdown set to 'Select One...' and a green 'Download Medical Releases' button.

HOW TO PRINT MATCH CARDS

Both teams print the Match Card. The Home team is responsible for presenting it to the referee. The Away team has it as a backup. **PLAYERS MAY NOT BE WRITTEN ON.**

If you are unable to access the official card contact GCF. As a last resort, fill the [Generic Match Card](#) found at gcfsoccer.com for the game.

[See full GotSport instructions here.](#)

1. Login to GotSport at system.gotsport.com and click on **Team Management**.
2. Click **Matches** on the left. If you have multiple teams or events, use the filters to choose the team and current GCF season.

My Teams

GCF Test Team A - Male U13




Event

GCFYSL Fall 2022 Season

Search

3. A match list will display. Click the 3 dots to the far right. Choose **Print Match Card**. Keep *Standard* selected and click **Export**. This opens a PDF to download or print

Matches

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
811	GCFYSL Fall 2022 Season	Sat 09/10/2022	11:00am EDT	Stephanie Rothstein - 11 v 11 A	 Soccer Club of St Cloud 2009 Boys MC1	 Central Florida SC U14 Boys Academy Red	14U Boys Premier/League I	

Game Sheet ✕

Game Sheet Type

Standard Photo

Export

HOW TO PRINT MEDICAL RELEASE FORMS

If your club uses GotSport to register to the club, the Medical release Form information will be automatically entered onto the form. If not, use your organizations standard procedure to collect the forms.

[Find detailed GotSport instructions here.](#)

1. Login to GotSport at system.gotsport.com.
2. Click on **Team Management** and click on your team name.
3. Click on the **Rosters** tab. For **Select Event Roster**, select the FYSA Event and click **Search**.
4. Go to the **Documents and IDs** tab.
5. For **Medical Release Form** select *Florida Youth Soccer Association - Medical Release*.
6. Click **Download Medical Releases**. If your club uses GotSport for registration, the forms will be signed. Otherwise, print forms and have the parents sign them.

EDITING OR UPDATING YOUR ROSTER

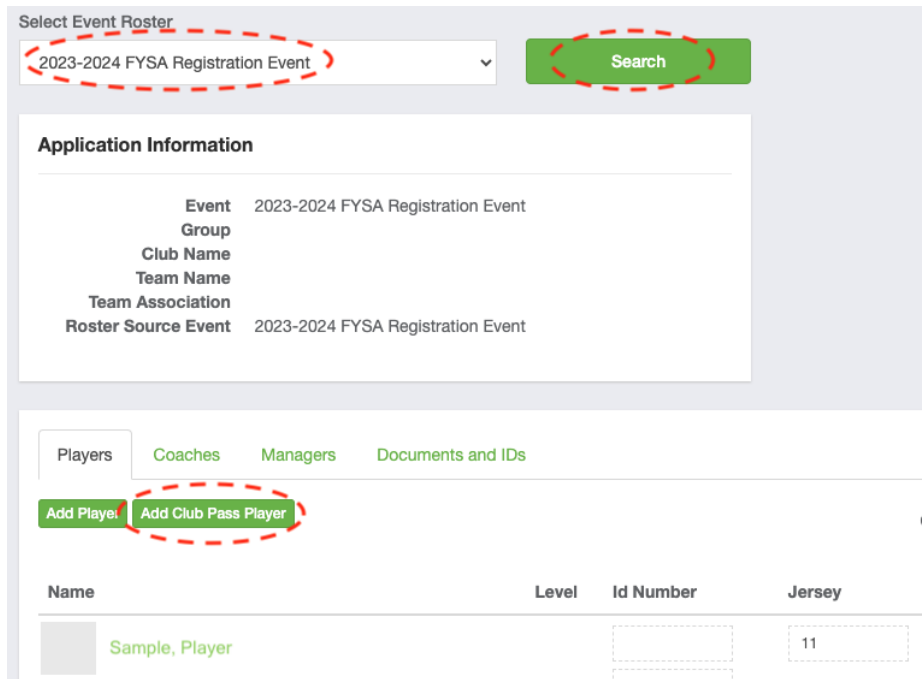
It is the role of the Registrar to keep rosters up-to-date. If your club allows roster editing you can add Club Pass players yourself. **ALL roster changes are done in the FYSA Registration Event, not in the GCF season rosters.**

HOW TO ADD CLUB PASS PLAYERS

IMPORTANT: Please consult your Registrar for permission to add Club Pass players yourself. Many clubs require the Registrar to perform this.

[See full GotSport instructions here.](#)

1. Login to GotSport at system.gotsport.com.
2. Click on **Team Management** and then on your team name.
3. Click on the **Rosters** tab.
4. For **Select Event Roster**, select the *FYSA Event* and click **Search**.
5. Click on the **Add Club Pass Player** button. **If you do not see the button you do not have permission by your club, contact the Registrar to add the player.**



Select Event Roster

2023-2024 FYSA Registration Event

Search

Application Information

Event 2023-2024 FYSA Registration Event

Group

Club Name

Team Name

Team Association

Roster Source Event 2023-2024 FYSA Registration Event

Players Coaches Managers Documents and IDs

Add Player Add Club Pass Player

Name	Level	Id Number	Jersey
Sample, Player			11

6. Enter the player **First/Last Name** and **Date of Birth**. This must be entered exactly as it appears on their pass.
7. Click **Search**. The player will populate if the information matches.
If you cannot find the player, DO NOT add them manually. Contact your Registrar.
8. Enter **Jersey Number**. For **Competitive Level** choose *USYS Competitive*. Keep **Role** as Player. Click **Add**.

If you do not want to print the full page of passes you can request a single pass PDF from your Registrar. You **MUST** have the player's pass at check-in. **NO PASS - NO PLAY.**

GAME DAY PROCEDURES

PRE-GAME

- Teams must have the Match Card roster set by Friday noon.
- Both teams print the Match Card (the Away team as a backup).
- Teams must also print their official FYSA roster and have it on hand in case any player needs to be validated.
- Teams must have FYSA Medical Release Forms for each player at each game, though they do not need to be presented to the officials.

GAME CHECK-IN

- Check-in takes place 30 minutes prior to game kickoff.
- The Home team presents the referee the GCF Match Card with the rosters of both teams listed on it. No players may be handwritten onto the Match Card.
- Both teams present their player/coach/manager passes, which will be returned after the game. Any player or coach who does not have a current laminated pass may not participate. NO PASS – NO PLAY.
- If Referee payment is made at the field the Home team does so. This can also be held until after the game when the referee fills the Match Card.
- Both teams must also have their official FYSA roster on hand.

POST-GAME

- On the Match Card, both teams verify the score entered and the coach or manager initials the card. The Home Team retains the document for a minimum of 6 months and must be prepared to submit it to GCF upon request.
- Both teams retrieve their passes and cleanup their bench areas.
- The Home team reports the score through GotSport within 24 hours. If the score is not reported by then, the visiting club may enter the result.
- If a Red Card was issued, the Home team submits the Match Report to GCF within 48 hours following the game.

ENTERING SCORES AND RED CARDS

The score entry information is at the top of the Match Report. For the season, the Event Code and Pin will always be the same, the game number will differ.

The home club is responsible for reporting the game result in GotSport. If a score is not reported within 24 hours, the visiting club may report the result.

[See a GotSport video with instructions here.](#)

QUICK ADD OF SCORE

Scores are easily added using the QR Code on the match card.

NOTE: match cards cannot be uploaded using this method.

1. Scan the **QR code** on the Match Card.
2. Scroll down to the match and enter the **Score** (top fields are not needed). **Save**.

ENTERING SCORE AND RED CARDS THROUGH TEAM MANAGEMENT

1. Login at system.gotsport.com and go to **Team Management**.
2. Click **Matches** in the left column. Use Filters as needed.
3. Click the 3-dots to the far right and choose **Match Stats**.
4. Enter the **Score**.
5. If there was a Red Card issued:
 - a. click the red card box and fill in the information.
 - b. **Upload the Match Card:** click the **Choose File** button, select the Match Card file and click **Upload**.
6. You do not need to enter the injury and/or Incident reports here.
7. When complete, click **Save**.

ENTERING SCORE AND RED CARDS THROUGH THE SCORING WEBSITE

1. Got to system.gotsport.com/scoring
2. Enter the Event Code (found on the match report) and click **Submit**
3. Enter Event **PIN: 9876** and click **Submit**.
4. Enter the **Match Number** found on the report and click **Search**.
5. Enter the **Score**.
6. If there was a Red Card issued:
 - a. click the red card box and fill in the information.
 - b. **Upload the Match Card:** click the **Choose File** button, select the Match Card file and click **Upload**.
7. You do not need to enter the injury and/or Incident reports here.
8. When complete, click **Save**.

RED CARDS

When a player receives a red card during a match it must be reported. While it is the responsibility of the center referee to send in their report we ask that red cards be reported along with entering the score. This alerts GCF to the card.

Players are automatically suspended when a red card is entered. The suspension is then reviewed by the GCF VP and any needed adjustments are made.

FEES

Fees increased for the 2023-24 season due to an increase in violent conduct (VC) red cards. Fees are:

Offense	Player	Coach
Second Caution (2Y or DY)	\$50	\$100
All other offenses*	\$100	\$200
*Abusive Language (AL), Violent Conduct (VC) Minor or Major, Irresponsible Behavior (IB), Deny goal scoring opportunity (DGSO), Serious Foul Play (SFP)		

ENTERING RED CARDS

When entering the score please add red cards given and upload the match card showing the referee's entry. See previous section, *Entering Scores and Red Cards*.

RED CARD LIST

A list of red card recipients is posted on gcfsoccer.com/redcards. The table shows the length of suspension, the fee, and status.

SERVING RED CARDS

Players must serve their game suspension(s) and pay the red card penalty fee before returning to the field.

- Fees are paid and forms are found online at gcfsoccer.com/redcards
- The Red Card Completion Form is filled by the player or coach and signed by the referee. The player/coach submits it to GCF at redcard@gcfsoccer.com.
- Games must be served on the team the card was issued. Players cannot be added to other team rosters while serving.
- Suspensions may be served during an FYSA sanctioned tournament.
- Players serving cards are not permitted to play in any FYSA event while under suspension, but may serve the cards during those events. A player may be included on the roster for a tournament, sit on the bench, and serve the suspension.

SUSPENSIONS

Suspensions follow the FYSA Rules section 502. Requests to reduce a suspension should be sent to redcard@gcfsoccer.com to be reviewed by the league vice-president.

RESCHEDULING

GCF understands there will be schedule conflicts. Entering blackout dates upon registration helps to reduce reschedules as well as not adding tournaments on season game dates. Borrowing players from other club teams and using substitute Coaches should be a first step before requesting a reschedule.

When you are not able to resolve a schedule conflict please follow the proper reschedule protocol.

THE RESCHEDULE PROCESS

1. Contact your opponent to let them know you are not able to play the game as scheduled. Do this either through GotSport Team Chat or through your POCs, who have all club contacts. See *Communication* below.
2. Promptly message back and forth until a new date and time are agreed.
3. Submit a GotSport Game Change Request (see below).
4. The opponent then approves on their end.
5. GCF approves the change and the schedule is automatically updated.

COMMUNICATION

The key to proper rescheduling is communication with your opponent and GCF. POCs should be involved at minimum once a new date is agreed upon but it is best to include them in the communication along the way.

ABOUT GOTSPORT TEAM CHAT

With the GotSport Team Chat feature you are able to message directly between teams. Anyone entered onto a team as a Coach or Team Manager is notified by email when a message is posted.

ABOUT GOTSPORT GAME CHANGE REQUESTS

Once a new date is agreed upon, the team requesting the change submits a Game Change Request. Be sure to fill the new date, location and time as well as a note as to the reason for the request.

IMPORTANT: A Game Change Request does not generate an email to the other team, it only adds a notification on their Matches list and GotSport inbox. This is why you should communicate through Team Chat.

DEADLINES

All reschedule requests must be submitted to GCF by 5:00pm the Wednesday prior to the match in order to update the public schedule. Last minute cancellations may face a fine from the league. Note that the agreement to move a game should take place at least 2 weeks prior to the original date so that schedulers may notify the referees.

HOW TO GOTSPORT CHAT

GotSport help pages:

- [Chat as a Coach or Manager](#)
- [See team Chats as a Club Admin](#)

STARTING A CHAT AS A COACH OR MANAGER

1. From the coach/manager dashboard, click on **Team Management**.
2. Click **Matches**.
3. Use the filters at the top to narrow down matches as needed.
4. Locate the match and click on the **Chat Bubble** on the right side. The bubble will be gray if there are no previous messages. The bubble will be green if there is a message from the opposing coach or manager.
5. A popup will appear with the match information. This includes the event and division, the home and away teams, the venue, and the date of the match. At the bottom of the popup, click **New Message**.
6. A text section will appear. Type your message and click **Save**. This will send a notification to the other coaches and managers.

Team Chat replies. Please reply to all requests within 48 hours. If you do not have a complete answer at least let the opponent know that you acknowledge the request and are working on it.

POC involvement. GCF requires that all POCs are added to teams as coaches or team managers. This ensures that the POC is in the loop for reschedule requests. POCs are needed for field and referee scheduling. Teams MAY NOT reschedule a game solely between themselves, POC s must be included in the approval.

HOW TO SUBMIT A GAME CHANGE REQUEST

This is to be done after both teams have communicated and chosen a new date. The team requesting the change should submit the form (but either team may).

- **Do Not** start with a Game Change Request, start with Team Chat or email.
- **Do** submit the Game Change once you have contacted the opponent and the new date is agreed upon.
- **Do** Approve the request as the opponent.
- [See the GotSport Help Page Here](#) with screen samples.

1. From the coach/manager dashboard, click on **Team Management**.
2. Click **Matches**.
3. Use the filters at the top to narrow down matches as needed.
4. Locate the match and click on the three dots to the right and then choose **Request Change**.

5. Enter the new requested date, time and location.
6. Enter a **Note** to GCF with the reason for the request and any helpful information.
7. Click **Save**.
8. The requesting coach/manager will see *Pending Request* in their match list. **NO EMAIL IS SENT**. Be sure to be in communication. Let your opponent know they need to Agree to the request.
9. If you need to make a change, return to the Match list and click **Edit**.
10. Once approved on the GCF end, the match will reflect accordingly on both teams' matches list and show a status of Request Approved.

After the initial schedule grace period, a \$25 fee may be charged for each reschedule that is not due to weather conditions. If you cancel a game within a week, your opponent may ask to be reimbursed for referee fees charged to them.

WHEN YOU RECEIVE A GAME CHANGE REQUEST

It is very important that Game Change Requests be responded to in a timely manner, we request 48 hours.

After your opponent submits the request, you will see the **Pending** label on the match. Please **Agree** or **Refuse** the request.

Once both teams show as **Agreed**, GCF will approve the change and it will reflect on the Master Schedule.

TO RESPOND:

1. From the coach/manager dashboard, click on **Team Management**.
2. Click **Matches**. Use the filters at the top to narrow down matches as needed.
3. Locate and click **Pending Request**. Choose **Agreed** or **Refused**.
4. Click **Save**.

FORFEITS

While all effort should be made to play scheduled games, there are circumstances where a forfeit is the only option.

Requesting a forfeit from your opponent – if you have made ample effort to play a game and the opponent is uncooperative or cancels at the last minute, you may request that the league award a forfeit. Check the website for the Forfeit Game form and submit it to GCF.

If you must forfeit a game, contact your opponent within ample time and email admin@gcfsoccer.com to explain the reason. Include the game number in your correspondence.

REFEREE FEES

The Home club Referee Assignor is responsible for arranging the officials and the Home team/club covers the Referee fees. Follow the procedures of your Assignor. Some groups offer invoicing while others require cash at the field in proper denominations.

Current Referee Fees (updated 2023-24)

AGE	REFEREE	ASST REFEREES	TOTAL
9U-10U (no AR)	\$50	NA	\$50
9U-10U (with AR)	\$40	\$20	\$80
11U-12U	\$50	\$25	\$100
13U-14U	\$60	\$30	\$120
15U-16U	\$70	\$35	\$140
17U-19U	\$80	\$40	\$160

NO-SHOW REFEREE

If one of the assigned referees is missing, you are not responsible to pay the full fee. If you have handed cash to the center ref, ask for a refund of the proper amount. If your club is invoiced be sure to contact the referee assignor for a refund.

DIVISION 2 SPRING PLAYOFFS

GCF Division 2 playoff seeding is determined by the results at the end of the designated weekend (early May). The standings are calculated to determine the top four teams in each U11 and older Division 2 bracket. Those teams are invited to the single-elimination playoffs weekend. Fifth place teams are designated as a provisional invite should one of the top four teams choose not to participate. In the case of Red/Blue split divisions, the top two teams on each side will qualify with the third-place teams designated as a provisional invite.

Teams are encouraged to play all makeup games even after the playoff cutoff. These results will not count toward seeding but will count towards the regular season standings.

There are no fees for the playoffs as GCF covers all costs for this event.

In the interest of fair play, please do not manipulate your rosters. Rosters should remain the same primary players as the season.



MISCELLANEOUS

FORGOTTEN CREDENTIALS

If a team forgets their player and/or coach passes the game may be played under protest. The opponent is free to take player photos if they feel there are questionable entries and submit them to GCF for review.

QUESTIONS?

Contact admin@gcfsoccer.com and we'll be happy to help.

We look forward to serving your Club and Teams and having a great season!