



# Greater Central Florida Youth Soccer League HANDBOOK

🌐 [gcsoccer.com](http://gcsoccer.com)

✉ [admin@gcsoccer.com](mailto:admin@gcsoccer.com)

Member [Florida Youth Soccer Assoc.](#)



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## 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

<b>Administration:</b> General League questions, GotSport game change requests, club contact updates, website	admin@gcfsoccer.com
<b>President:</b> Operations (schedules, games, club issues)	president@gcfsoccer.com
<b>Vice-President:</b> Discipline (Red Card issues)	2ndvp@gcfsoccer.com
<b>Treasurer:</b> Finances (Registration fees, Red Card fees, Rescheduling fees)	treasurer@gcfsoccer.com
<b>Secretary:</b> 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

GCFYSL is phasing out the Member/Non-Member structure. The 2024-25 season will see a registration fee increase, with Member Clubs increasing in 2-steps. All clubs will be charged the same fees in the 2025-26 season.

## REGISTRATION FEES

2024-25 Member Clubs per team: U9/U10 \$150, U11+ \$150

2024-25 Non-Member Clubs per team: U9/U10 \$150, U11+ \$200

2025-26 All Teams: U9 \$150, U10 \$175, U11+ \$200

## HOW TO REGISTER FOR THE SEASON

Registration is done in GotSport. Team registrations are completed separately for the Fall and Spring seasons, though you have the option to register for both in the Fall.

### 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 due at registration. Due to delinquent accounts, we can no longer offer registration with check payment.

### CLUB BULK REGISTRATION

Club admins/Registrars can register through the Application. To use Club Enroll, where a minimum of 8 teams are registered at once, Registrars will need to coordinate with GCF to have the feature activated ([admin@gcfsoccer.com](mailto:admin@gcfsoccer.com)).

### 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 are eligible for scholarships. Contact Treasurer Patty Herodier to resolve, [treasurer@gcfsoccer.com](mailto:treasurer@gcfsoccer.com).

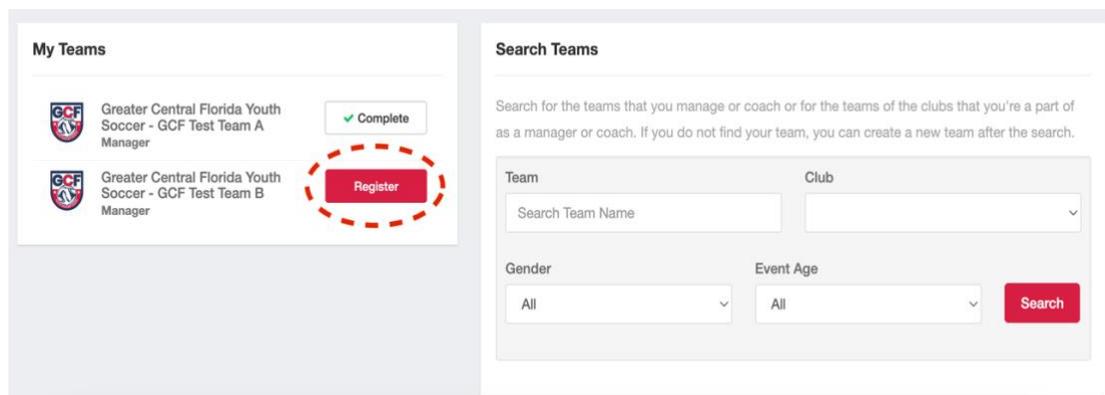
### REGISTER IN GOTSPORT

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

### TO REGISTER AN INDIVIDUAL TEAM AS COACH OR MANAGER

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

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



The screenshot shows two main sections: 'My Teams' and 'Search Teams'. In the 'My Teams' section, there are two team entries. The first entry, 'Greater Central Florida Youth Soccer - GCF Test Team A Manager', has a green 'Complete' button. The second entry, 'Greater Central Florida Youth Soccer - GCF Test Team B Manager', has a red 'Register' button which is circled with a dashed red line. The 'Search Teams' section contains a search bar with the text 'Search for the teams that you manage or coach or for the teams of the clubs that you're a part of as a manager or coach. If you do not find your team, you can create a new team after the search.' Below the search bar are dropdown menus for 'Team' (with 'Search Team Name' inside), 'Club', 'Gender' (set to 'All'), and 'Event Age' (set to 'All'). A red 'Search' button is located at the bottom right of the search area.

3. Continue through registration:

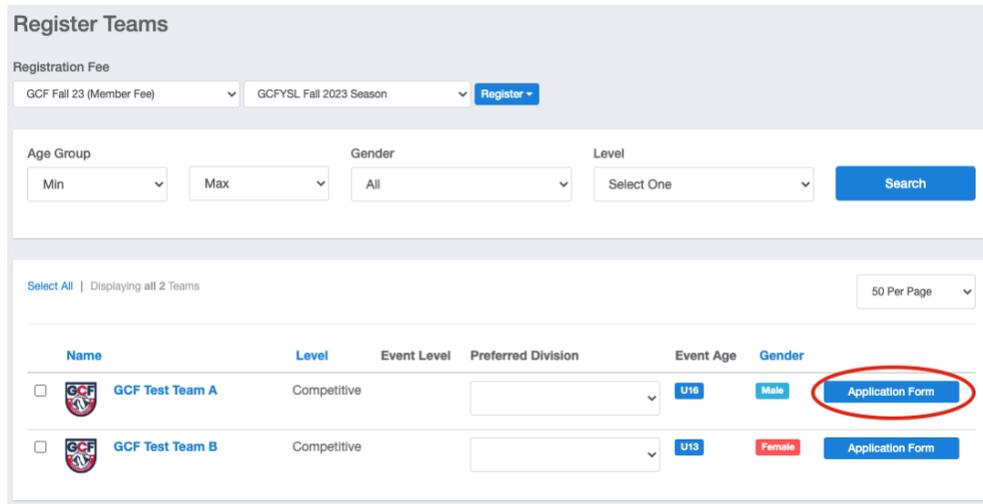
- e-sign the registration commitment
- enter blackout dates if available (this can be done later)
- choose the fee and complete checkout

**TO REGISTER TEAMS AS ADMIN/REGISTRAR (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 2024*). 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 team's **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 fee and complete checkout

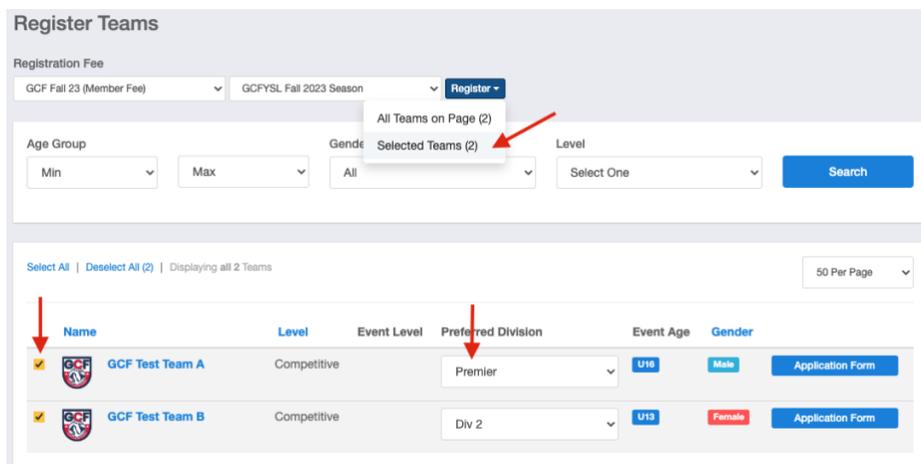
## TO REGISTER MULTIPLE TEAMS WITH CLUB DIRECT ENROLL

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**.
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, this avoids the need for rescheduling later.
- **If you have ANY scheduling requirements** (ex., no Home field on Sundays, team religious conflicts, etc.), contact our Scheduler at [president@gcfsoccer.com](mailto:president@gcfsoccer.com).
- If you need to make payment arrangements, contact [treasurer@gcfsoccer.com](mailto:treasurer@gcfsoccer.com).

## 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.

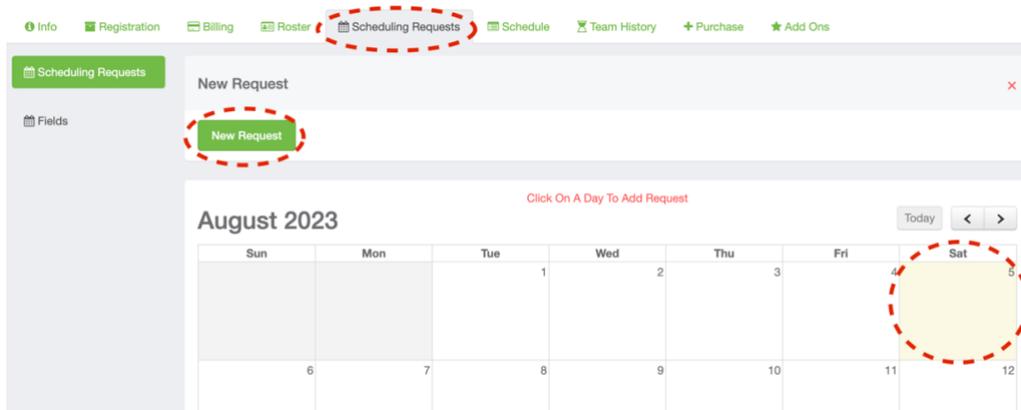
The following holidays are automatically free of games and do not require a blackout:

- 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 black out

**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

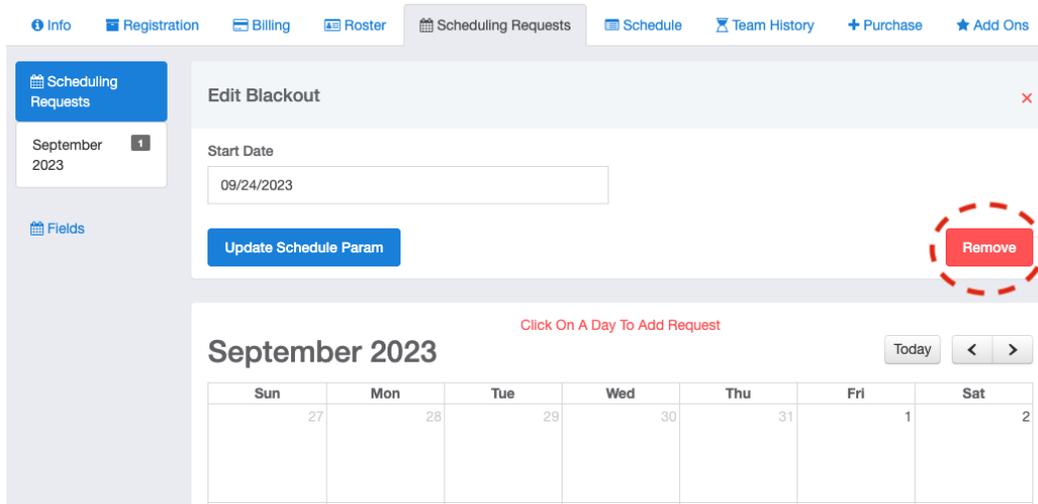
5. “Blackout” will now appear on the Calendar.

## 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 'Edit Blackout' form in the GotSport interface. The form includes a 'Start Date' field with the value '09/24/2023' and an 'Update Schedule Param' button. A red dashed circle highlights a 'Remove' button located to the right of the form. Below the form is a calendar for September 2023, with a 'Click On A Day To Add Request' prompt. The calendar shows dates from Sunday the 27th to Saturday the 2nd.

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

## PREPARING FOR GAME DAY

### FILLING THE EVENT ROSTER

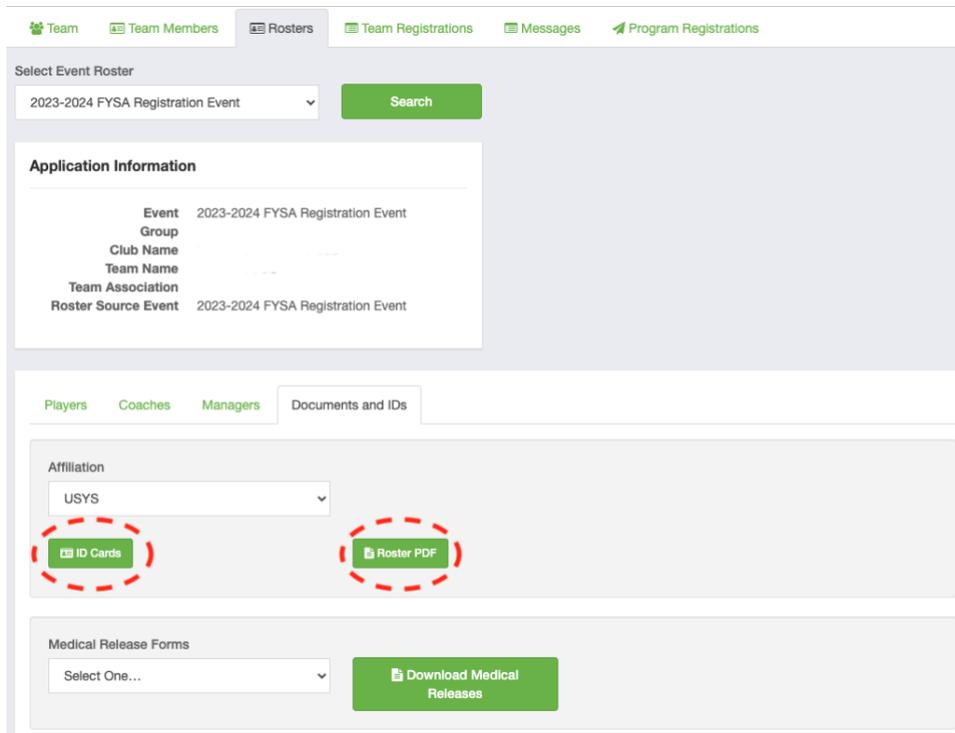
Event rosters must be populated in order for players and coaches to appear on the match cards. Rosters are sourced from the FYSA registration event. Once the team is registered to the FYSA Registration Event, we can fill the roster for the GCF event.

**During the season, all Club Pass players should be added to the Event roster**, not back at the FYSA main roster. See *How to Add Club Pass Players* on page 9.

### HOW TO PRINT ROSTERS AND PASSES

[Find GotSport instructions here.](#)

1. Login to GotSport at [system.gotsport.com](http://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 'Rosters' tab selected in the top navigation bar. Below it, there's a 'Select Event Roster' dropdown menu set to '2023-2024 FYSA Registration Event' with a 'Search' button. An 'Application Information' box displays details for the selected event, including 'Event', 'Group', 'Club Name', 'Team Name', 'Team Association', and 'Roster Source Event'. Below this, the 'Documents and IDs' tab is active, showing an 'Affiliation' dropdown set to 'USYS'. Two buttons, 'ID Cards' and 'Roster PDF', are highlighted with red dashed circles. At the bottom, there's a 'Medical Release Forms' dropdown set to 'Select One...' and a '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 [gcsoccer.com](http://gcsoccer.com) for the game.

[See full GotSport instructions here.](#)

1. Login to GotSport at [system.gotsport.com](http://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](http://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

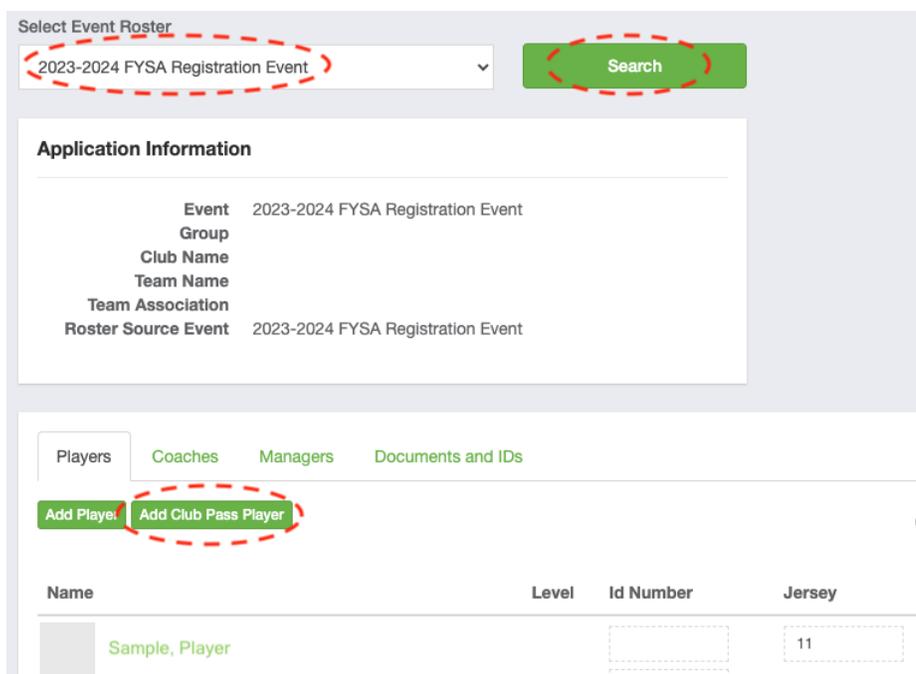
It is the role of the Registrar to keep rosters up-to-date. If your club allows roster editing you can add Club Pass players yourself. **Primary players are added to the FYSA Registration Event roster. Club Pass players are added to the GCF Event roster.**

### 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](http://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 *GCF season 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.
- Retrieve your passes and **cleanup your bench areas**. Please be respectful of your and your opponent's fields.
- **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.

1. Scan the **QR code** on the Match Card.
2. Scroll down to the match and enter the **Score** (top fields are not needed).
3. Click **Upload Game Sheet**. Choose File (phone photo or scan) and Save.
4. Click **Save**.

### ENTERING SCORE AND RED CARDS THROUGH TEAM MANAGEMENT

1. Login at [system.gotsport.com](http://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](http://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 for the 2024-25 season are:

Offense	Player	Coach
Second Caution (2Y)	\$50	\$100
Deny Goal Scoring Opportunity (DGSO)	\$50	NA
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) Note: some fees may be adjusted after receiving the Referee supplemental report		

### 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](http://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](http://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](mailto: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](mailto: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](mailto: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/ea	\$80
11U-12U	\$50	\$25/ea	\$100
13U-14U	\$60	\$30/ea	\$120
15U-16U	\$70	\$35/ea	\$140
17U-19U	\$80	\$40/ea	\$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 team must present a digital GotSport view (in App or a Browser) of player and coach passes to the referee. 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](mailto:admin@gcfsoccer.com) and we'll be happy to help.

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