



GCF Youth Soccer League **HANDBOOK**

(updates in progress)

📱 gcfsoccer.com

✉ admin@gcfsoccer.com

Member [Florida Youth Soccer Assoc.](#)





TABLE OF CONTENTS

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



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

Email	Goes to	Currently
admin@gcfsoccer.com	Administration: Use for the majority of your questions & communication	<i>All Board Members</i>
president@gcfsoccer.com	President: Scheduling, division placement, game day issues, club conflicts	<i>Mike Sroka</i>
2ndvp@gcfsoccer.com	Vice-President: Discipline, red card penalties	<i>Matt Hutchinson</i>
secretary@gcfsoccer.com	Secretary: GotSport registration, Game change requests, Communication to clubs, Website	<i>Cheryl Woodside Roe</i>
treasurer@gcfsoccer.com	Treasurer: Finances (Fees for Registration, Red Cards, and Rescheduling)	<i>Patty Herodier</i>
bod@gcfsoccer.com	League Board	<i>All Board Members</i>
redcards@gcfsoccer.com	Red Card questions and report submissions	<i>Discipline Committee</i>
scholarship@gcfsoccer.com	Scholarship form submissions	<i>Scholarship Committee</i>

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.

REGISTRATION FEES

Teams register for a full year, Fall and Spring seasons. Fall-only registration is available to teams who will not play in the Spring.

U9-U10 \$350

U11-U19 \$450



HOW TO REGISTER FOR THE SEASON

Registration is done in GotSport. Registrations are completed for the full year, Fall and Spring. Fall-only registration is available to teams who will not play in the Spring. Teams who did not play in the Fall may register for Spring-only.

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 20 teams).

Club Bulk Registration. Club admins/Registrars can register through the Club Application. To use Club Enroll, where a minimum of 20 teams are registered at once, Registrars will need to request to have the feature activated.

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.

REGISTER IN GOTSPORT

Teams register through the registration link. Clubs register through Teams > Registration. Clubs should use their Registrar or Administrator to register teams. While there may be circumstances where it is necessary, we do not recommend that coaches register their own teams.

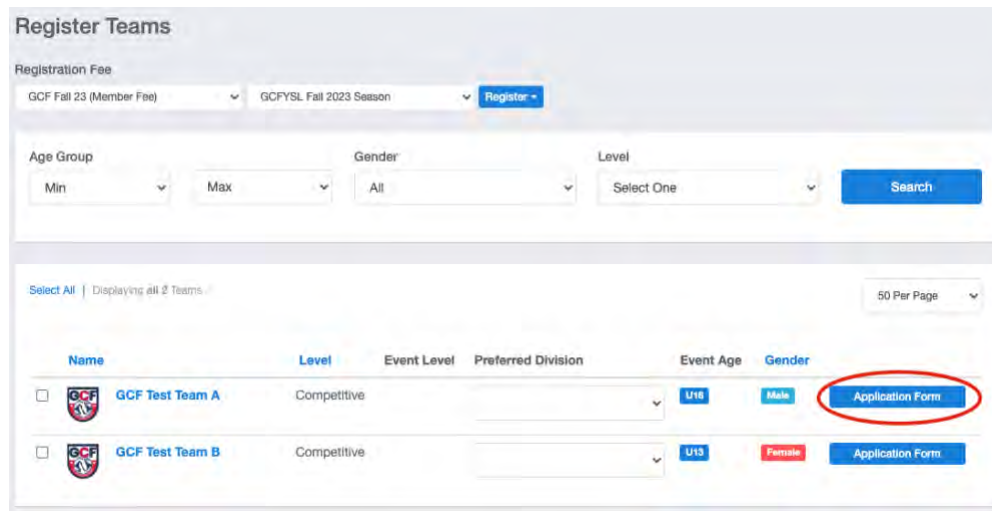
TO REGISTER AS ADMIN/REGISTRAR (APPLICATION)

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 2026/27*). 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*.

Register Teams

Registration Fee: GCF Fall 23 (Member Fee) | GCFYSL Fall 2023 Season | **Register**

Age Group: Min | Max | Gender: All | **Selected Teams (2)** | Level: Select One | **Search**

Select All | Deselect All (2) | Displaying all 2 Teams | 50 Per Page

	Name	Level	Event Level	Preferred Division	Event Age	Gender	
☒	GCF Test Team A	Competitive		Premier	U16	Male	Application Form
☒	GCF Test Team B	Competitive		Div 2	U13	Female	Application Form

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

TO REGISTER AS COACH OR MANAGER (OR ADMIN ADDED TO TEAM)

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

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

My Teams

Greater Central Florida Youth Soccer - GCF Test Team A Manager **Complete**

Greater Central Florida Youth Soccer - GCF Test Team B Manager **Register**

Search Teams

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.

Team: Search Team Name | Club: [Dropdown]

Gender: All | Event Age: All | **Search**

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

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.
- If you need to make payment arrangements, contact treasurer@gcfsoccer.com.



ENTERING SCHEDULE REQUESTS (BLACKOUTS)

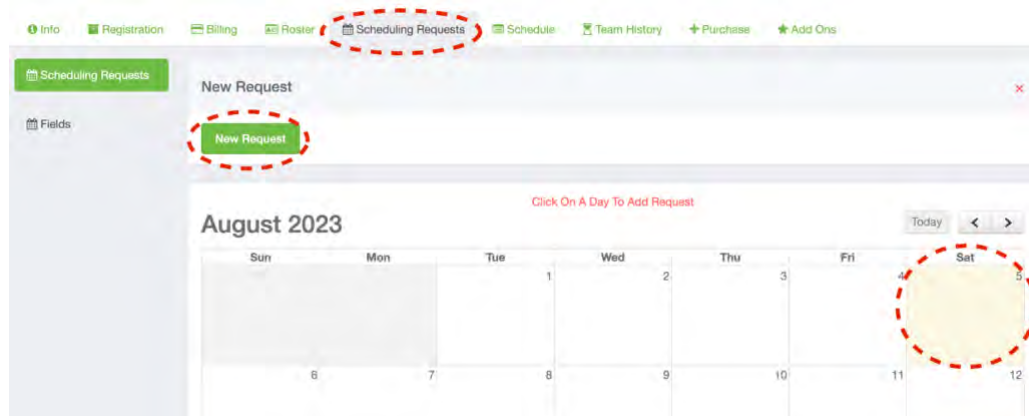
Date Restrictions. If you did not enter what weekends you are unavailable during registration (blackout dates), be sure to add them prior to the deadline. A maximum of 4 dates will be accommodated. Requests are not guaranteed to be honored and will not be accepted if submitted after the league's cutoff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

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 Valid Pitches: not used by GCF as clubs schedule their own fields
5. "Blackout" will now appear on the Calendar.

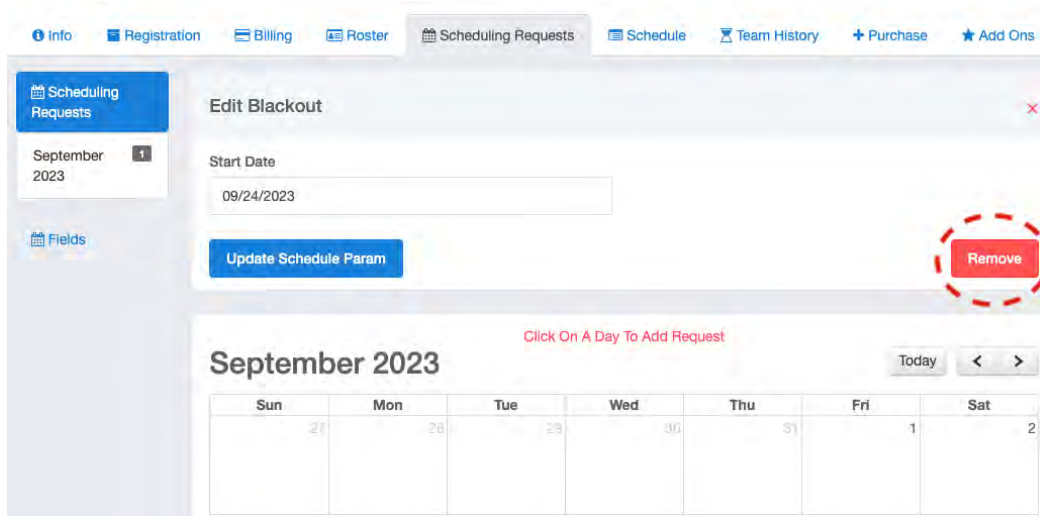
HOW TO ENTER BLACKOUT DATES AT THE ADMIN LEVEL

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 displays the 'Edit Blackout' window. At the top, there's a navigation bar with tabs: Info, Registration, Billing, Roster, Scheduling Requests (active), Schedule, Team History, Purchase, and Add Ons. Below this, the 'Edit Blackout' section shows a 'Start Date' field with '09/24/2023' entered. A blue 'Update Schedule Param' button is visible. A red 'Remove' button is circled in red. Below the blackout section is a calendar for 'September 2023' with a 'Click On A Day To Add Request' prompt. The calendar shows days from Sunday to Saturday, with dates 27, 28, 29, 30, 31, 1, and 2 respectively.



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 Primary 1 (formerly Club Pass) players should be added to the Event roster, not the FYSA main roster. See *How to Add Primary 1 Players* on page 9.

HOW TO PRINT ROSTERS AND PASSES

[Find 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 web 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' dropdown menu set to '2023-2024 FYSA Registration Event' and a green 'Search' button. Below this is an 'Application Information' section with a table showing details for the selected event. At the bottom, there are tabs for 'Players', 'Coaches', 'Managers', and 'Documents and IDs' (selected). Under 'Documents and IDs', there is an 'Affiliation' dropdown set to 'USYS'. Below this 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' 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.

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

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. Primary players are added to the *FYSA Registration Event* roster. Club Pass players are added to the *GCF Event* roster.

HOW TO ADD PRIMARY 1 PLAYERS (CLUB PASS)

IMPORTANT: Please consult your Registrar for permission to add 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 *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.

The screenshot shows the 'Select Event Roster' dropdown menu with '2023-2024 FYSA Registration Event' selected. The 'Search' button is highlighted. Below this is the 'Application Information' section with fields for Event, Group, Club Name, Team Name, Team Association, and Roster Source Event. The 'Players' tab is selected, and the 'Add Club Pass Player' button is highlighted. Below the button is a table with columns for Name, Level, Id Number, and Jersey. A sample player is listed with the name 'Sample Player' and jersey number '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.

POST-GAME

- Both teams verify the score entered on the Match Card 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 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 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 gcfssoccer.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 online at gcfssoccer.com/redcards. Starting 2025-26 Clubs will be invoiced for the fee.
- Players or Coaches MUST have the referee mark the player on the match card as serving their game.
- Games must be served on the primary team or the team on which 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 redcards@gcfssoccer.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, \$50 for late changes. If you cancel a game after Wednesday at 5pm, your opponent may ask to be reimbursed for referee fees charged to them for that weekend.

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.

When you Agree, the game is AUTOMATICALLY moved.

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.

REFEREE FEES

AGE	REFEREE	AR 1	AR 2	TOTAL
9U-10U (no AR)	\$55	NA	NA	\$55
9U-10U (with AR)	\$45	\$25	\$25	\$95
11U-12U	\$55	\$30	\$30	\$115
13U-14U	\$65	\$35	\$35	\$135
15U-16U	\$75	\$40	\$40	\$155
17U-19U	\$85	\$45	\$45	\$175

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 SPRING PLAYOFFS

GCF Division playoff seeding is determined by the results at the end of the designated weekend (early May). The standings are calculated to determine the top two teams in each U11 and older Division bracket. Those teams are invited to the championship game playoff weekend. Third place teams are designated as a provisional invite should one of the top teams choose not to participate. In the case of Red/Blue split divisions, the top team from each side will qualify, meaning one game for the division.

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.

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

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!