TEAM MANAGER MANUAL
July 2025

TABLE OF CONTENTS

(CMD or CTRL F to search the document)

Purpose

The purpose for this manual is to give the team manager and the coach a comprehensive guide on the administrative responsibilities of running a team. Ultimately, it is the coach and the team manager working together that ensures each team runs smoothly within Space Coast United Soccer Club (SCUSC). As SCUSC grows and improves on and off the field, the professionalism brought from those behind the scenes becomes more important.

Team managers are appointed by the coach and/or SCUSC and are selected based upon their ability to organize, communicate and manage the various aspects of the team relating to administration, planning, fund raising, or travel. The Director of Coaching (DOC) approves all team managers.

The team manager is an integral part of SCUSC. In working behind the scenes to help the players, coaches and SCUSC, the team managers make a difference for everyone.

Space Coast United Soccer Club Mission Statement

Established in 1984, Space Coast United Soccer Club is a non-profit organization run by volunteers dedicated to families who wish to enjoy the sport of soccer and to provide opportunities to play at all levels from ages three to eighteen with the highest quality of programs available in the State of Florida. Our efforts and energies are directed to the following objectives:

- We strive to develop players at all levels of play – recreational and competitive – by building and improving their skills, confidence, fitness, initiative and a sense of teamwork.

- We are committed to developing coaches and referees to the highest level through a quality instructional, licensing and mentoring program.

- We aim to ensure all of our players' personal goals are met whether they be enjoying recreational soccer, playing on an elite or premier competitive team, playing on your high school team, playing in college, or on an U.S. National team someday.

- We promote and encourage high standards of sportsmanship and fair play and strive to ensure all players are doing it "for the love of the Game!"

Official Logo

The official logo cannot be used without the express permission of the SCUSC Board of Directors or their representative. Contact Karen Dibbern for a quality version of the logo.

Space Coast United Soccer Club Useful Links

SCUSC Website	spacecoastsoccer.org
Florida Youth Soccer Association (FYSA)	fysa.com
Brevard Youth Soccer League (BYSL)	bysl.net
Greater Central Florida League (GCF)	gcfsoccer.com
Florida Club League (ECNL RL, NPL, FCL)	floridaclubleague.com
ECNL Boys	ecnlboys.com
US Club Soccer	usclubsoccer.org
ATHLETE ONE	https://app.athleteone.com/auth/login
SafeSport	safesporttrained.org
GotSport	system.gotsport.com
Facebook	facebook.com/SpaceCoastUnited
Instagram	spacecoastsoccer

Space Coast United Soccer Contact Information

Mailing Address: PO Box 410301, Melbourne, FL 32941

General Email: info@spacecoastsoccer.org

Executive Director	Scott Armstrong	doc@spacecoastsoccer.org	321-693-3739
Admin, Finances & Operations	Kelly Rogers	Kelly.rogers@spacecoastsoccer.org	321-403-0755
Registrar, Admin, Team Manager Support	Karen Dibbern	karen.dibbern@spacecoastsoccer.org	321-795-7856
Administrative Asst.	Angie Bragg	angie.bragg@spacecoastsoccer.org	321-313-3601
Administrative Asst.	Laura Schimmels	laura.schimmels@spacecoastsoccer.org	509-952-5667
Boys Sr Division Director	Scott Armstrong	doc@spacecoastsoccer.org	321-693-3739
Boys Jr & Sr Division Director	Vince Laleau	haris@spacecoastsoccer.org	321-506-6999
Girls Jr & Sr Division Director	Joey Messina	Joey.messina@spacecoastsoccer.org	321-482-7151
Foundations (U8-U10) Director	Nic Nazon	Hugh.cousins@spacecoastsoccer.org	321-507-3438
Uniform Coordinator	Vacant, contact:	kelly.rogers@spacecoastsoccer.org	321-403-0755
Scheduling	Dylan Baraket	scheduling@spacecoastsoccer.org	
SCU Executive Board	Pres, VP, Treas, Sec	executive@Spacecoastsoccer.org	

Team Manager Position Description

The Team Manager is a volunteer position within SCUSC whose purpose is to work with the coaches, other team volunteers, and SCUSC management, to ensure all the communication and administrative responsibilities of their individual team are performed per SCUSC guidelines.

Duties and Responsibilities

Pre-Season

- Complete required background check and clearances
- Request team payment card
- Coordinate player photos for passes and upload to system
- Monitor team GotSport or ATHLETE ONE account once roster is built to verify all players are included.
- Print and laminate player passes once generated. Update photos as needed.
- Create a binder to hold all team important information.
- Discuss with coach preferences for communication, field check-in, travel, etc.

Season

- Obtain and communicate to player parents the League team schedule.
- Communicate with parents on a regular basis team events, coach requests, and SCUSC news and requests.
- Follow PlayMetrics procedure to ensure Coach is paid for out-of-county travel.
- Check weekly to ensure league website contains correct scores.
- Obtain and communicate to player parents the tournament details.
- Coordinate hotel accommodations for coach, coordinate or delegate room info for team.
- Obtain volunteers for SCUSC as requested by the SCUSC Volunteer Coordinator.
- Enlist help with team management in areas of fundraising, tournament planning, tent assigning, team photography, team building, and event coordination.

Game Day

- Be aware of roster changes communicated by the coach/director to club registrar by Tuesday prior to a weekend game. More lead time may be needed depending on the league.
- Ensure game credentials are prepared: roster, players' passes, match report
- Have proper referee fees as needed for tournament games (This is rare—discuss with fees admin as we will try to work out having this invoiced.)
- Perform team check-in with officials if desired by coach
- Enter scores for games per League guidelines

Initial Team Meeting

It is a good idea to do a pre-season meeting with the coach and parents. Please consult the coach age division director for planning. If the team does not have an in-person team meeting, please use PlayMetrics to do the following.

- Introduce yourself to the other parents.
- Remind parents/players to update contact information and turn on notifications in PlayMetrics.

Recruit Help

Many parents are willing to help the team if asked, they just do not want to be in charge. Some roles you can ask parents to fill are below. As a reminder, no parent can be one-on-one unsupervised with a player at any time, nor are they allowed on the player side of the field.

- Bring canopy to away games.
- Plan social team-building activities and end-of-year party.
- Arrange travel for tournaments.
- Coordinate fundraising
- Set up & upload recording equipment VEO/Darkhorse

Volunteers are imperative for the success of SCUSC and all families registering a player are required to volunteer 10 hours per family. Team Managers are asked to assist the Volunteer Coordinator with recruiting and organizing volunteers for various SCUSC events. Adults and teen players can volunteer with:

- Field Setup
- Field Marshal – (Club Tournaments, League Playoffs)
- SCUSC Hosted Tournaments (All teams are expected to help)
- Club-Wide Events

Team Finances

The club has produced a team budget based on a projected tournament and event schedule. Your team fees are collected in PlayMetrics and are divided by the number of players on the team.

The Registrar will register teams for tournaments using the team account when possible.

For Coach hotel reservations, the team manager will make the reservation with the team payment card.

Reimbursement for Coach travel outside Brevard County and Coach/Manager expenditures will be done through the team PlayMetrics account.

Travel Expense Reimbursement Guidelines for Coaches

These guidelines are designed to assist coaches in billing their teams for expenses incurred while attending Space Coast United Soccer Club, Inc. activities. Travel expenses are reserved for events located outside of Brevard County, Florida.

Space Coast United Soccer Club, Inc. expects coaches to act responsibly and professionally when incurring and submitting costs to their teams. Our members incur their own travel costs for participating in competitive soccer and are reimbursing coach travel expenses above and beyond their registration and training fees as well. The Club considers expense control a primary responsibility of all members of our staff.

Mileage

Rates for mileage are based on the Zone map; no receipts or mileage logs are required. The maximum per round trip amount paid for each day of travel is related to GSA mileage recommendations and takes distance from Brevard County into consideration.

Zone 1: $100 per round trip Zone 2: $125 per round trip Zone 3: $225 per round trip Zone 4: $375 per round trip

Meals and incidentals

Meal and incidentals rates are provided below; no receipts are required. The maximum per diem amount paid for each day of travel is intended to cover the cost of meals and other incidental items, such as limited miles between the hotel and fields. The Club expects coaches to adjust the per diem to save their teams the expense if their actual costs fell below guidelines.

Travel day to or from destination: $30 Full day away: $60

Hotels

Coaches will be reimbursed for hotel, parking, and taxes. Any other expenses incurred during a stay are not reimbursable. Coaches may permit their team managers to make their accommodation arrangements or may reserve their own lodging. When making reservations on their own, coaches should consult with the team manager to ensure the lodging costs are comparable to the parents' expenses. Coaches who book more expensive accommodations should only charge their team the block rate at the team hotel or the average cost of hotels in the area.

Example

Travel to Disney for games on Friday, Saturday, and Sunday, a coach would receive a maximum of $220 plus the direct cost of a hotel stay based on the following:

- Mileage: Zone 1round trip = $100
- Per Diem: Friday is a travel day ($30), Saturday is a full day ($60), and Sunday is a travel day

  ($30). Total per diem = $120.

  For tournaments or other events where a coach is covering multiple teams, all reimbursements should be split equitably between each team.

  Zone Map: for mileage reimbursement calculation

  Any questions related to the content of this policy, or its interpretation should be directed to the Board of Directors. Coaches accepting mileage and per diem for meals, and incidentals cannot deduct these costs from their income on their tax returns. There could potentially be fines and penalties for "double dipping" these expenses.

Team Expenses

Team fees cover individual team expenses including tournament entry, coach travel and per diem, equipment, PlayMetrics, Manager supplies, etc. A Team Budget is established at the beginning of the season and expenses are divided by the number of players.

League Referee Fees

The league referee fees will be invoiced to and paid by the club. Teams are responsible for additional referee fees for scrimmages, extra games, friendly games, added leagues and tournaments (when not included in tournament registration).

Fundraising Guidelines

Teams are encouraged to engage in fundraising activities to raise funds for team tournament fees, tent, cooler, warm ups, bags, parent T-shirts, and training equipment. The money earned is deposited into your team account to be spent at the discretion of the team.

All fundraising activities that utilize SCUSC name and logo are to be approved by the SCUSC Fundraising Director prior to engaging in them. You can find the approval form in the Team Manager PlayMetrics Resources.

Sponsorship Guidelines

Teams are responsible for any banners and/or plaques expected by companies providing team sponsorships. These items are to be purchased out of the sponsorship funds and the balance remaining is available to offset team expenses.

For additional sponsorship information see the Sponsor US page on the website or e-mail treasurer@spacecoastsoccer.org.

Tax ID Number

SCUSC is a Non-Profit 501(c)(3) tax exempt organization. Our Federal Identification Number or Employer identification Number (EIN) is **59-2377476**.

We have a W9 Form, IRS Exempt Organization Determination and Consumer's Certificate of Exemption if requested.

We are also easily searchable online at the IRS official website if anyone wants to verify our status as an organization eligible to receive tax-deductible charitable contributions. https://apps.irs.gov/app/eos/mainSearch.do?mainSearchChoice=pub78&dispatchMethod=selectSearch

Team Manager Binder

The Team Manager creates a 3-ring binder (or folder) to hold the following information. The Incident and Injury Report forms are also available electronically on the HELP website and in the Team Manager TeamSnap files.

- 3-hole pencil pouch to hold the following to ease in giving to referees prior to each game:
    - Up-to-date roster
    - Laminated player passes on a ring
- Required Paperwork (page protectors recommended)
    - Medical Release Form for each player (FYSA, US Club, GA)
    - Official Roster
    - Guest Player Forms (if applicable)
    - Notification of Possible Head Injury Form
    - Incident Report Form
- Recommended
    - Team Game Schedule
    - Field Maps
    - Team Agenda for tournaments (when travel is involved)

PlayMetrics

PlayMetrics is the club's registration and communication platform. As it is new to us this year, we will be introducing new features throughout the year.

Playmetrics Help: www.help.playmetrics.com

Roster

The roster reflects registered players only. Encourage families to download the app, and to add the player email and additional family members to the account using the Add Family Contact feature. If you borrow a player from another team, the registrar will add them to your team for a limited time as a guest player.

If a player leaves during the season, please inform the director and the registrar.

Keep the Schedule Current

At this time, the club scheduler will control the calendar for all home-field practices and games. We intend to upload the league schedule so that it auto-populates to your team calendar. As the system is new, there will be some trial and error to determine the best way to use the new features available to us. We are working out how best to input tournament details (July '25)

Please use the Availability feature rather than the team chat. Let's get everyone into the habit of setting their availability to help the coach prepare for practices and games.

Player Documents

We collect medical forms during registration. These are required at games and tournaments and would be used if a player needs medical attention but his/her parent is not available. This rarely happens but better to be prepared.

- FYSA **Medical Release** Form
- US Club Form R-0002 **Medical Release**

A team set of medical release forms will be placed in your Team Resources, accessible only to the coach or manager.

Player Photos

A player photo is requested for registration, but as the player ages, the picture should be updated by the manager or the player/parent. Photos should be a license-style headshot. The player should be facing forward and identifiable, with no hats or other people in the photo. In ATHLETE ONE, the pictures must be cropped square and contain only the face, no shoulders.

NO   **YES**
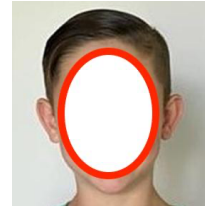
Changing Photos in GotSport

1. In your account select "Team Management", followed by the "Team".

11

2. Select the "Rosters" tab.

3. Here you will click on the player's "name".

4. Here you will click on "Choose File" and attach your photo. Once complete, scroll down and "Save".

Photos in Athlete One for ECNL/ ECNL RL /Pre-ECNL
This can be done only when teams are unlocked for the year. Once passes are purchased, pictures cannot be changed.

13

Printing Passes

Passes are generated by the registrar in GotSport and in Athlete One beginning August 1. The Registrar will let you know when they are available. Directions for accessing them are below. ECNL and ECNL RL teams will be sent their card files by the registrar.

DO NOT PRINT CARDS PRIOR TO AUGUST 1.

Passes must be printed out in color on white cardstock paper and **laminated**. Office Depot offers a reasonable rate to laminate passes. We have a laminator available in the field office if you provide sleeves. Self-adhesive sleeves are another option and can be found at Office Depot or in the stationery aisle at WalMart or Target. In a pinch a couple layers of packing tape will do the trick! Please do a trial print; especially for ECNL and ECNL RL passes, the size needs to be reduced to fit.

You can punch a hole in the corner of the pass and attach them together for safe keeping. For backup, you can create a duplicate set of passes to be given to the coach to keep in their bag.

Managers should be reimbursed for any budgeted expenses you make on behalf of the team, including laminating.

Printing Passes and Rosters from Athlete One (ECNL and ECNL RL)

The registrar will provide you with a .pdf file of your player passes and will send you individual passes for any players added after the beginning of the year.

Log In to your Athlete One account Click Here

- Select Your team
- Select Player Pool
- Select the More button on the top right
- Select US Club Roster

Printing Passes and Rosters from GotSport

Step One:

When logged into your GotSport Account (How to Login) Go to the "Team Management" tab and click on your team.
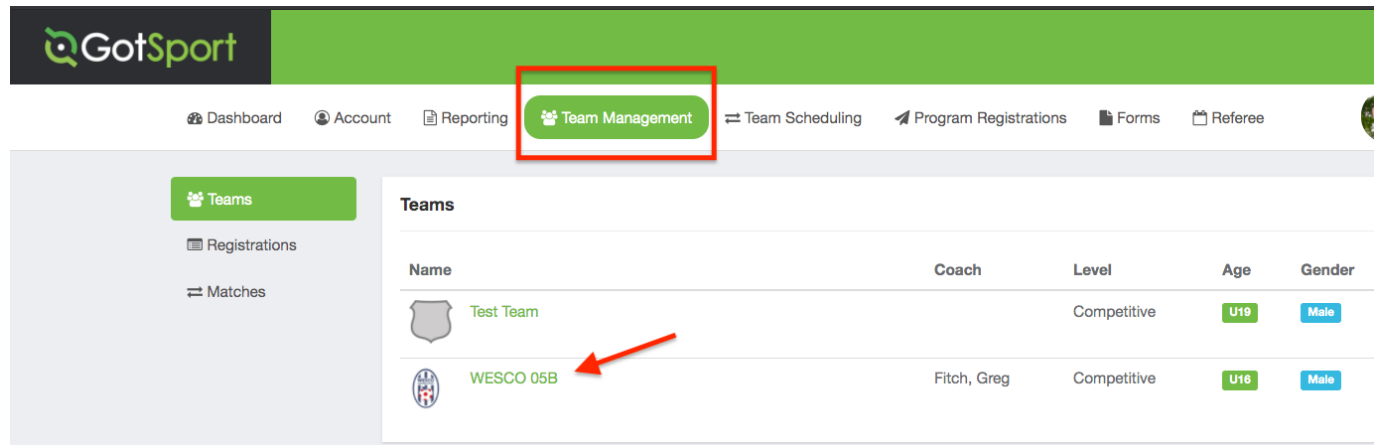
Step Two:

Click the "Rosters" tab and select your league's event from event roster in the dropdown. **THEN CLICK SEARCH**

If your league is GCF or U11/U12 Florida GA, your roster event will always be FYSA 2025-2026, regardless of the event.

If your league is CFPL or NPL, your roster event will always be FCL US Club 2025-2026 US Club Rosters & Passes, no matter what the event is.

If your league is Girls Academy, your roster event will always be (TBD, waiting on info from GA 7/25)

For a specific tournament, your event is not the tournament—your official roster is always the one from the governing body.

Step Three:

Click the "Documents and ID's" tab. Click "ID Cards" to view and print the Pass Cards. Click "Roster" to view and print the Roster.

Game Day

League-Specific Game Day information is at the end of the document.

Player Game-Day Uniforms

For most leagues, when you are the Home team wear light jerseys and Away wear dark jerseys. Where colors of competing teams are similar in nature, the rules of the league or tournament determine who must change. The uniforms or jerseys of the goalkeeper must be distinctly different color from the basic colors of both teams and the opposing goalkeeper. For some leagues, your league representative will let you know which uniform to wear each day.

SCU colors: dark = red/black jersey/black shorts/black socks, light = White/Black/White

All players shall wear protective shin guards to be worn beneath their game socks at ALL times while actively participating in a game or training session.

Guest Player Forms

If one of your players is guest playing on a team outside of SCUSC, they will need a guest player form. A guest player needs authorization from the division director. Request the form from the Registrar and allow at least 3 days for the process.

If you are accepting a guest player onto your team, the form will come from their club. You will need to present it to the referee at the start of the game or tournament along with the laminated pass from their club. Please also have a signed medical release for that player. Ask the registrar for assistance with the process.

Posting of Game Scores

For leagues that require team input, scores are entered at gotsport.com/events/scoring Event ID# and Pin come from match card. Enter the game number and then the score. For CFPL, you must upload the match report from your portal in GotSport (match stats, in the same location where you print the match report.

Score instructions are sent out by league coordinators at the beginning of the season. For ECNL, ECNL RL, NPL, and Pre-ECNL, please send a picture of the signed match report in .jpg format to the league rep.

 Red Cards

If a player receives a red card, the player may be suspended from upcoming games. The referee will keep the players pass of the ejected player following the game and the referee will report the red card and the appropriate actions will be made per league guidelines. All RED cards need to be reported to the Division Director and the Director of Coaching within 48 hours. Parents are charged the Red Card fee.

Scrimmages

Any scrimmage between SCUSC and another club must have a licensed referee. A scrimmage between two SCUSC teams does not require a licensed referee.

Game Etiquette

We are all admonished to NOT physically confront officials, curse at or abuse them verbally or interfere or impede them either during or after the game. Acting inappropriately can result in sanctions against those who cannot keep themselves under control. Please advise your parents and supporters that they are setting an example for the kids --no matter how old they are. The example HAS to be positive.

Positive cheering and support are what is accepted. Notify parents of the game rules, as the leagues and governing bodies are strict about enforcement. Foul or abusive language, entering the field, and heckling/touching a referee will result in spectator ejections and possible sanctions.

Encourage your team to sit on the side of the field opposite your team's bench.

Cancelling Games

The coach must notify the director and league Rep if a team needs to cancel a game. The Referee Assignor must also be notified, usually by Tuesday of the game week, otherwise referee fees must still be paid.. **If the Referee Assignor is not notified of a cancelled game, the team will be charged the referee fees.** For many of our leagues, there are stiff fines that come with a cancellation other than for weather.

Reschedule Procedure

When rescheduling a game be sure to consult the league guidelines on the procedure.

In the event that the team is to reschedule a game, include in communications the opposing team coach and team manager, the SCUSC field scheduler and league coordinator.

GCF Teams—Reschedules are handled by the GCF Contact found in the Team Manager roster.

CFPL Teams—Reschedules are handled by your director.

GA, NPL, ECNL, and ECNL RL reschedules will be handled by the league rep.

Tournament Participation

Tournaments are chosen by the Division Directors prior to season start. If your team wants to add a tournament, Director approval is required, and the registrar notified. Please allow enough time for an additional team fee collection to be completed before the registration deadline.

The Registrar will do the registration for all tournaments. However, the Coach and Team Manager must be familiar with the requirements of the tournament and agree to the terms. You can find the information, including the rules, on the tournament website.

If your roster will differ from your usual FYSA or US Club roster, including any coach changes, the coach must work with the director and apprise the registrar well before the deadline for roster changes (date published on the tournament website.) **DO NOT, even if you receive an email from the tournament with the directions, clone your roster in GotSport.**

There is special Permission to Travel paperwork that needs to be submitted to FYSA for those traveling out of State using an FYSA roster. Please always check tournament rules as they vary from event to event.

The team manager is responsible to do or to delegate online or in-person check-in, and to upload or bring all documents per tournament requests (multiple rosters, medical release forms, etc.)

Travel Plans

The team manager (or team tournament planner) in most instances is to plan the hotel stay for the team attending a tournament outside of the commuting range stated by tournament. Be aware of tournament hotel policies. Most tournaments require teams to stay at one of their negotiated "official" tournament hotels ("Stay to Play") as part of the registration agreement.

If you are not tied to a housing company, work with our travel provider, GotSport Travel, to find a hotel near the fields that has a flexible cancellation policy. Always encourage your families to choose a REFUNDABLE option for their rooms as field location changes and weather frequently lead to last-minute changes.

Coordinate with the coach to reserve his/her room with the team payment card.

Turf Rules

Please help us protect our fields. If you see spectators setting up chairs or canopies on the turf, please let them know that is not permitted as it can damage the field. Also, please encourage players to clear all trash from the bench after play.

The following are not permitted on the turf:

- Metal cleat studs
- Folding Chairs, Tents, or Canopies
- Food or beverages other than water, including
- Gum, nuts, seeds or sports drinks
- Dogs or pets of any kind (except service animals)
- Glass bottles or containers
- Smoking, vaping or any other tobacco products

Spectators are not permitted between the fields. The bench areas are for players, coaches and officials only.

Conflict

From time to time, there will be conflict on the team. A parent may not understand a Coach or Referee's decision. Observe a 24-hour rule. During and following games, do not approach, call, text, or email the coach for 24 hours. The first person in resolving conflicts is the Head Coach. If the parent still needs to speak with someone, the next contact is the Age Group Director.

Inclement Weather

A good safety motto is: *If you can see it, flee it (lightening); if you can hear it, clear It (thunder).*

Brevard County has safety rules to follow when playing on their fields. If your team is at the fields and lighting occurs, please move players off the field immediately. Appropriate safe shelters include fully enclosed metal vehicles with the windows up and a sturdy enclosed building. Observe a 30-minute rule following last lightning strike before going back on the field. Our lightning alarm will sound an All Clear when it is safe to return. The link to access the VRP lightning detection system is on the website home page.

Especially at the beginning of the season, parents will ask early in the day whether practice or a game will be canceled. Weather varies in different areas of the county. The directors will send out notifications as early as possible, but that could occur at practice time or even shortly after (they don't control the weather and just want to keep everyone safe.) For the most part, practice or games will be held even if it is raining, as long as there is no lightning in the area. **The best practice is to let parents know to plan to show up no matter what. This is Soccer.**

Pictures & Publicity

If you post photos anywhere online including social media, no player names are to be used unless authorized by the player's parent or guardian. SCUSC will at times post news articles on the website and local media publications. Please check with the Registrar or Administrator for media release information before authorizing the posting.

Send information and photos from team events and tournaments to news@spacecoastsoccer.org.

Team Manager Support

Team Management can be daunting, especially for first-year managers. You can find help in many places!

Spacecoastsoccer.org/HELP

Team Manager Chat

Google – GotSport or ATHLETE ONE plus your question

Registrar karen.dibbern@spacecoastsoccer.org or talk/text 321-795-7856 (please do not use PlayMetrics Chat if it is a pressing issue.)

THANK YOU!

Thank you for taking on the important role of Team Manager. Your support for the team and the club makes a big difference!

Game Day information varies by league—see below for information.

(TO BE UPDATED 8/2025)

GAME DAY FOR TEAMS MANAGED IN GOT SPORT

TO BE UPDATED 8/2025

GCF, CFPL, FCL Academy, NPL

NOTE: For FCL Academy and NPL, the league coordinator will send out game information, usually the Sunday prior to gameday. Any information in that email supersedes the information below.

PREP FOR GAME DAY
- By 5 pm Thursday, check match report to make sure all players appear and jersey numbers are correct.
- Thursday/Friday Print match report (GCF, NPL, FCL Academy--2 standard copies for home game, 1 standard copy for away game; CFPL 1 photo copy)
- Print one copy of Official Roster
- For FCL Academy and NPL home games, print 2 sheets of Substitution Passes
Substitution Passes

ON GAME DAY
- Check for field or time updates in GotSport
- Appx 20 minutes prior to gametime, for referee check-in, provide match report (if home team), roster (if requested), and player passes if requested to referee if manager is doing check-in. Otherwise, give credentials to coach for them to do check-in.
- If you are the team designee for this, after the game, wait for the ref to complete game report. When asked, verify that the game score is correct, and that any injuries are noted. If there is a red card, there will be a separate report. Sign the report, and then after both the home and away teams have signed, you will take a picture of the signed report if you are the away team, or keep the match report if you are the home team.
- If you are the home team, or if the home team has not done so 24 hour hours after game completion: using the QR code and information on the match report, input the game score. The match report upload cannot be done through the QR code; use the web address to do that. **NPL & FCL Academy—email the picture of your match report to Jeff Budd. You do not need to upload.**
- If you are the home team, retain the match report until the start of the next season.

ROSTERS

Which Roster should I print?

For NPL, FCL Academy, and CFPL, you have one official roster: *Florida Club League 2024-2025 US Club Soccer Registration Passcards & Roster*s event.

For GCF/BYSL, you have one official roster: *2024-2025 FYSA Registration Event*

How to Print the Roster

1. Login at system.gotsport.com.
2. Click on the **Team Management** tab then the team name.
3. Click the **Rosters** tab.
4. From **Select Event Roster**, choose *Florida Club League 2024-2025 US Club Soccer Registration Passcards & Roster*s or *2024-2025 FYSA Registration Event*
5. Click **Search**.
6. Go to the **Documents and IDs** tab. Click the **Roster PDF** button. This will download the document for you to print. It is suggested that you bring two to every game.

Entering Jersey Numbers

1. Complete steps 1 to 5 above, stay on the Rosters tab.
2. Enter the jersey number for each player.

MATCH REPORTS

Who shows on the Match Report?
The Match Reports pull from the *Florida Club League 2024-2025 US Club Soccer Registration Passcards & Roster*s or *2024-2025FYSA Registration* event.

Adding Club Players
Player additions are done by the registrar, who will make sure you receive the player pass.

Coaches must contact their director by Tuesday prior to game day to request players be added. The director will contact the registrar.

When is the Match Report Due?
Ensure all players are on the Match Report by 5 pm Thursday prior to the match.

Note: CFPL (ONLY) will allow some leniency with emergency game-day write-ins, but that requires a call to the director who then has to reach out to Florida Club League. It is better to plan ahead than be short a player.

Contact Karen Dibbern if a player or Coach is missing. Please do not wait until Friday.

How to Download the Match Report

1. Login to your GotSport account at system.gotsport.com.
2. Click on **Team Management**.

3. From the list on the left click **Matches**.
4. Find the match in the list. Click the 3 dots to the right and choose **Print Match Card**. Select **Standard** for Game Sheet Type for GCF/FCL Academy. Choose **Photo** for CFPL. The report will download to a PDF for you to print.

How to Input the Score and Upload the Match Report

Score Only Quick-Add (you will need to upload match report separately

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

Entering Score and Uploading through Team Management:

1. Login at **system.gotsport.com**.
2. Go to **Team Management**.
3. Click **Matches** in the left column. Use Filters as needed.
4. Click the 3-dots to the far right and choose **Match Stats**.
5. Enter the **Score**.
6. If there were cards issued, click the card color and fill in the information.
7. **Upload the Match Card**: click the **Choose File** button, select the Match Card file and click **Upload**.
8. The Injury and/or Incident reports are filed separately by the referee and do not need to be entered here
9. When complete, click **Save**.

Entering through the scoring website:

1. Go to **system.gotsport.com/scoring**
2. Enter Event Code from match report and click **Submit**
3. Enter Event **PIN** and click **Submit**
4. Enter the **Match Number** found on the report and click **Search**.
5. Enter the **Score**.
6. If there were cards issued, click the card color and fill in the information.
7. **Upload the Match Card**: click the **Choose File** button, select the Match Card file and click **Upload**.
8. The Injury and/or Incident reports are filed separately by the referee and do not need to be entered here
9. When complete, click **Save**

GAME DAY FOR TEAMS MANAGED IN ATHLETE ONE

TO BE UPDATED 8/2025

ECNL, ECNL RL

NOTE: The league coordinator will send out game information, usually the Sunday prior to gameday. Any information in that email supersedes the information below.

PREP FOR GAME DAY
- ⚽ By Tuesday, coaches must let their director know of any roster changes needed.
- ⚽ Thursday—set lineup in ECNL app. The lineup can be changed up to referee check-in. If you cannot select a player from the pool, they are either not eligible to play on your team or are already on another team's lineup.
- ⚽ Print two copies of Official Roster and blank match report as app backup.

ON GAME DAY

- ⚽ Appx 20 minutes prior to gametime, for referee check-in, work with the referee to check off players on your ECNL app. After this is completed for both teams, the ref will scan the QR code on the home team's app to generate the scoring report.
- ⚽ If you are the team designee for this, after the game, wait for the ref to complete game report. When asked, verify that the game score is correct, and that any injuries are noted. Sign the report.
- ⚽ Inform Jeff Budd of any injuries or Red Cards immediately.

ROSTERS

Which Roster should I print?

The roster for ECNL and ECNL RL teams is the US Club Official Roster that you access through ATHLETE ONE. Until Athlete One opens its Team functions, print the roster sent to you by the Registrar.

MATCH REPORTS

Who shows on the virtual Match Report?
In the ECNL App, you choose the players you want to show on the match report. You can choose players from your team, or players from younger teams from the Player Pool tab.

Adding Club Players
If you are adding players from a team managed in GotSport, your coach will need to notify the registrar no later than Tuesday. Player passes in ATHLETE ONE are individually vetted by US Club Soccer, and we are at the mercy of their time table.

When is the Match Report Due?
Your team lineup can be modified in the app until referee check-in.

Helpful links:
How to check in the team

Adding Players/Staff to Gameday Roster

Substitution Passes

27