



GAMEDAY PAPERWORK GUIDELINES GAME SHEET REPORTS / SIT OUT VERIFICATIONS

PRIOR TO THE START OF EACH SEASON COMMISSIONERS ARE TO MAKE SURE THAT ALL TEAM ROSTERS HAVE JERSEY NUMBERS LISTED. ANY PERMANENT NUMBER CHANGES AND/OR ANY OTHER ROSTER CHANGES DURING THE YEAR, INCLUDING COACH OR MANAGER CHANGE ARE TO BE SUBMITTED TO THE LEAGUE OFFICE IMMEDIATELY AND WITHOUT FAIL BEFORE THE PLAYER PLAYS. ALL OFFICIAL ROSTERS ARE TO REFLECT COACH(ES) AND MANAGER(S) UPDATED CONTACT INFORMATION (INCLUDING A MINIMUM OF TWO CONTACT EMAIL ADDRESS)

GAME SHEET REPORTS:

- 1) Managers are required to use the League's Game Sheet Reports which can be found on the Classic League website at www.ClassicLeague.org . Click "League Play" and then "Game Day Forms". All information is to be completed in its entirety prior to the start of each game.
- 2) Managers are to give their completed Game Sheet Report to the Referee prior to the start of the game (correct date, field, division, etc). "GK" is to be marked next to name of each "goalkeeper" playing. All jersey numbers are to be the same as the assigned numbers listed on the official team roster. In the event that there is a "temporary" number change for the day, then the referee is to be advised prior to the start of the game and the referee will initial approval next to the player's name.
- 3) Upon completion of the game, the League recommends that each Team Manager check with the Referee to verify cards and the score to be recorded. This is not a forum to argue with the official about cards or game issues. Should the Manager feel the need to question the validity of a card then they are to contact their Age Group Commissioner or the A&D Director prior to the start of the team's next game. All Game Sheet Reports, after given to the Referee, are considered final so managers need to make sure that the Jersey numbers are correct. Cards are first assigned by the Referee "to the jersey number" and ultimately given to the player listed to that jersey number.
- 4) Should coaches wish to critique or compliment the officiating of a game they can find the "Coach Assessment of Official" form at the Richland and Pizza Hut Park field offices or on our website. Once the completed form is turned in it will be forwarded to the CCSAI Referee Committee for review. The form will be accepted only when signed by the Coach of record. There will be no response from the Referee Committee regarding complaints. It is through this venue that the League coaches have a voice and valued input.
- 5) It is mandatory that the Referee retain all Game Sheet Reports (and all other pertinent documentation, i.e., Sit Out Verifications). The Referee will then submit all paperwork to the field office ***before leaving the complex.***
- 6) All paperwork mentioned in #5 will be data input by the league office for tracking card accumulations. Notification of required sit outs, hearings, etc. will be forwarded to the appropriate Age Group Commissioners at which time they are to immediately inform the team manager. Should a Manager require updated team/player card accumulation or validation of dates of cards, they must contact their Commissioner at which time the Commissioner will contact the League office and or A&D, depending on the issue.
- 7) Required hearings will normally be set on the date and time of the team's next scheduled League game. Should the party have a conflict regarding the hearing time then the Manager is to contact their Commissioner at which time A&D will be notified and other arrangements will be considered. All adult dismissal fines (minimum \$50.00) are to be paid at the time of the hearing.
MANAGERS ARE TO WORK THROUGH THEIR COMMISSIONERS-DO NOT CONTACT THE LEAGUE OFFICE DIRECTLY AS THE RESPONSE COULD BE UNTIMELY.



GAMEDAY PAPERWORK GUIDELINES

SIT OUT VERIFICATIONS

1) Managers are required to use the League's Sit Out Verification form which can be found on the Classic League website at www.ClassicLeague.org . Click "League Play" and then "Sit Out Verification Form". All information is to be completed in its entirety.

2) When a player is serving a sit out the Manager is to present the player to the Referee for identification prior to the start of the game. The player must then report to the Director on Duty for sign in and detail duty. **Failure to sign in could result in the sit out not being recognized.** Upon completion of the paperwork and duty, the player is allowed to return to his game and can sit on the bench with his team. The Player is to be dressed in street clothes or at least not in game attire. Should there be a problem regarding the player's ability to attend his sit out game the manager needs to notify their Commissioner or A&D Director immediately for an alternate solution.

3) **LEAGUE SITOUTS: Manager's are not to keep League Sit Out Verifications.** The Referee assigned will retain all Sit Out Verifications (league games only) along with the Game Sheet Reports for their signature. The Referee will turn in all paperwork to the League upon completion of the game. Verifications will be logged in to the team's record by the League office.

4) **TOURNAMENT SIT OUTS:**

Only in the event of serving a required sit out during tournament play is the manager to keep the Sit Out Verification after which time they must fax it to the league office at 469.574.7837.

5) **ALL SPECTATOR/COACH SIT OUTS** The paperwork process mentioned above holds true for all adult sit outs with the exception that since the spectator or coach is not allowed to attend the game, the manager is to still present the sit out verification to the referee for signature minus the presence of the spectator/coach. It will be understood that the manager (and team) will be held accountable should the "sitting party" be present at the match.

6) Any and all questions or concerns regarding sit outs are to be forwarded to the team's Age Group Commissioner. **MANAGERS ARE TO WORK THROUGH THEIR COMMISSIONERS - DO NOT CONTACT THE LEAGUE OFFICE DIRECTLY AS THE RESPONSE COULD BE UNTIMELY.**

All questions or concerns by parents must go through their Team Manager and or Coach. This is mandatory. Given that the Classic League has approximately 7,200 parents, it's impossible for us to entertain any inquiries other than by this directive.