

Check in Process

Official Roster – Printed from the Sport Ngin Website

Rostered Player – All rostered players will have an uploaded picture and their name on the app. If they do not have a picture on the app, they are not a rostered player and cannot play. If they are not on the official roster but they are on the app, they can be added to the roster once you confirm that they are rostered on the team that you are checking in.

Manager:

Before the game:

1. Ask all your players to download the app from Sport Ngin – as long as one player has downloaded the app the entire team can check in.
2. Remind your players that everyone is required to bring identification (driver's license, passport, etc.) to every game in case the referee asks for additional player identification.
3. Print your team's official roster from your team page.
4. You can make copies of your roster and you only need to print a new roster if you add players. It is recommended to print several copies to have in your binder so you do not forget to bring one to the game.
5. Cross out all players that will not be playing in the game.
6. Write in all jersey numbers that are missing or have changed.
7. Any players arriving late are circled and the referee is notified.
8. Once the team is ready (all required gear is on and no jewelry is present) approach the referee for check-in as a group.

Checking in:

1. Provide the referee your official roster.
2. Pull up the app, select roster. Go through each player with the referee by showing the players photo to the referee as the player is in front of the referee. It is recommended multiple players have the app downloaded in case one device cannot open the app.
3. Each player is to tell the referee their name and jersey number.
4. If a player is going to be late, circle them late on the roster. Late players will be allowed to check in at a game restart (i.e. throw-in, goal kick, etc.). They must have their picture pulled up on the app and ready to show the ref. The late player will run onto the field and show the ref their picture, then give the phone to the player leaving the field on a sub, or run the phone off themselves and return to the field. The game will be restarted once the player is checked in and the device is off the field. This should not significantly delay the game; however, if a player is taking too long to check in or does not have the check-in device ready, the ref has the right to tell them it is taking too long and they will have to wait until the next opportunity to check in and take the field. This is true even if a team is playing down.
5. Right after check-in, both managers will remain to perform the coin flip. The game will commence right after the coin flip or the scheduled start time (if the check-in is finished before the official game start time).

Referee:

1. Collect the official rosters from both teams.
2. As players step up, confirm that they match the picture on the app, they are wearing the jersey number that is listed on the official roster, and their dress meets all league criteria (jewelry check, matching jersey, shin guards, etc.)
3. If the picture does not look like the player presenting it, ask for additional ID.
4. Check off all players present, and make sure late players are identified and circled.
5. If the game has started, a late player may enter the field and check in per the “checking in” procedure #5 above.
6. If a late player is not a rostered player, they cannot return to the game and the scheduler must be notified.

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Check in Process “What if”?

- What if the manager forgets the official roster?
 - The manager will need to print all the players on the game card with their jersey numbers. Referee will match the names up with their picture on the app.
- What if the Sport Ngin app is not working?
 - Players will check in using a picture ID. If they did not bring ID then they cannot play.