



GAME DAY DOCUMENTS ("GDD") STEP BY STEP INSTRUCTIONS

CLUB/COACH CREATED DOCUMENTS ON NCSA WEBSITE

- Club/Team submits NJYS Roster to League (for most teams, once per season)
- League verifies roster that it has all required information including uniform and pass numbers and pictures
- League uploads roster to NCSA database
- Upon upload, watermark and date are applied
- Club/Team can modify at any time by submitting new roster to league to repeat this process
- Only one active roster per team exists for a game
- For each game, coach creates a Match Day Form ("MDF") on NCSA website
- When creating the MDF, the page will display the names of all contacts who are listed by the club as coaches for that team (max 4). Whoever creates the MDF must select the coaches who will be participating in that game. If a club or coach has not yet saved the pass number for that contact, it must be entered and it will be saved.
- If there are not 4 coaches already listed as participating, whoever creates the MDF can select additional coaches which will only be by way of selecting the name from a drop-down list of all contacts who have the role of coach with that club. The maximum is still 4 coaches per game and all must have pass numbers. THERE IS NO ABILITY TO TYPE IN ADDITIONAL NAMES.
- A coach must have a pass issued for the club being coached. No other passes are allowed.
- In order to be eligible to coach a team at a game, a coach (a) MUST be listed on the MDF and (b) must prove eligibility to coach by (1) being listed on that team's roster, OR (2) being listed on the roster included for a player playing from another team, OR (3) showing a physical or electronic version of a pass issued to that coach with that club, OR (4) showing a physical or electronic version of another watermarked and verified roster of another team participating in NCSA in that club.
- MDF must list players playing **up** from another of that club's teams playing in NCSA and must include name, uniform and pass numbers and team registered to.
- MDF must list players playing **down** from another of that club's teams playing in NCSA and must include name, uniform and pass numbers and team registered to (maximum of 2 players playing down per game no matter the type of play down).
- All players must be correct (same or younger) age for the team; boys may not play on a girls' team.
- On the MDF, if the coach adds a player playing from another team and includes all information, a notice will appear. Coach must click "OK" confirming that such players are eligible to play per NCSA Rule 4.5.
- For all players playing from another team in that club, the GDD will include that team(s)

roster as proof of eligibility, provided it has been uploaded to the NCSA database and watermarked.

- If conflicting uniform numbers, coach should use tape on uniform to change number
- No signatures required – creation of the MDF constitutes certification by the coach or club official creating the form that all coaches agree to the Coaches Certification and Code of Conduct posted online
- MDF MUST be completed by coach on NCSA website at least 24 hours before game time
- MDF may be updated as late as just before game time – be sure to let referee know about late changes

HOW WILL DOCUMENTS GET TO THE REFEREE(S)?

- Referee will click a link to create that game's Game Day Documents ("GDD") PDF file.
- If any of the required team documents is missing, the GDD will not be created.
- The GDD file contains away MDF, away roster, home MDF and home roster
- If there are players playing from another team in the club, those rosters will also be included in the GDD if available. If not available, then the coach must provide a physical or electronic pass to prove eligibility of the player playing from another team in that club.
- The game can NOT be played without all 4 forms complete and a part of GDD file

HOW CAN I ACCESS THE OPPONENT'S GAME DAY DOCUMENTS?

- On MDF creation page is an additional link on the right side for each game to access the GDD
- The link is only open 24 hours before and after the game
- GDD file contains away MDF, away roster, home MDF and home roster
- If a required document is missing, the GDD cannot be created.