

AYSO Region 7 – Game Card Procedure for Referees

Pre-game: Get cards from the coaches. Team info at top and match info at bottom should be filled in (most only fill in top info; that's fine—do it yourself).

Roster **must** be in numerical order and include at least the players' **last** names. If not, have coach do new card or deduct 1 sportsmanship point from coach's conduct.

If you have ARs, have them mark substitutions and deal with late-arriving players.

During the game: Subs are marked with an "X" for the player(s) sitting out that quarter. If a player comes out (e.g., injury) and a sub goes in, don't change the card; the player sitting out is still credited as having been subbed.

The national guidelines require that each player play at least one half of the game. In AYSO Region 7, we require that each player play at least three quarters of the game. No player may be substituted twice in the same match before every other player has been substituted at least once.

For absent players, put a straight line through each quarter they're absent. No need to mark why a player is absent (sick, injured, etc.). If a player is injured and does not return, remind the coach to submit an injury report to the Safety Director.

At U10, try also to mark the goalkeeper with either a "G" or "GK" for the appropriate quarter; don't use just a "K"—it too often looks like in "X" on review.

Remember: Marking substitutions and absent players correctly is important because it's the only way the region knows whether a coach is properly rotating players throughout the season per procedure and giving them equal playing time.

Other than substitutions, only use your match report sheets to record the game. You can transfer information to the game card after the game.

Half-time: Mark the score on the bottom and note the goals. Print your name on the back along with the division and team number of the team you're representing for the play-offs (if any).

After the game: Transfer the score and goals to the game card. On the back fill in the sportsmanship points.

Teams start with all 25 points. Deduct for any persistent or uncorrected problem after the game. Also, a caution gets a one-point deduction, a send-off, 5 points. Similarly, if you eject a coach or spectator, it's a 5-point deduction in the appropriate category.

No explanations are necessary for most deductions. However, 5 or more points deducted (whether in a single category or *in toto*) does need a brief explanation in the "Disciplinary Action Taken" section ("#5 sent off--violent conduct" or "coach ejected after being warned to stop criticizing ref").

"Additional comments" section is for noting late starts (e.g., field not set up in time, gate locked) or detailing players who arrived late/left early or termination for weather, etc.