

EDS2 Game Report Guidelines-rev 3/05

The EDS2 Administrator will provide to each coach 10 game reports with 1 side printed and mailing labels.

Each coach is responsible for insuring that the submitted Official Game Report correctly reflects players' names. If a coach's roster differs for any reason from the official roster provided for use on the Official Game Report, that coach shall promptly notify the Club Administrator/Registrar, the club Administrator/Registrar MUST provide documentation (transfer/release form, etc) to the EDS2 Administrator before roster changes can be made. The EDS2 administrator must be notified of any roster additions/changes, 7 days prior to the game date for the player to be eligible. If the player is not listed on your game report, they cannot participate even if they are on your roster.

No written or altered rosters on a game report will be allowed, except to list player jersey numbers and mark through any players absent or serving a suspension. If hand entered changes to the roster appear on the Official Game Report, the coach will be subject to Appeals action.

1. Coaches Responsibility---

- a. Coaches will print game reports week by week only, game reports are on a timer.. If you do not enter the score as the home coach, you will NOT be able to print your next weeks game report.
- b. The home and visiting team coach shall supply the Official Game Report to the Referee before the game begins. Game reports will be printed of the EDS2 web site.
- c. The **WINNING** team coach will have primary responsibility for mailing the Official Game Report to the EDS2 Scorekeeper and shall ensure the Official Game Report correctly reflects the EDS2 game number, location of the field, field number, final score of the game, division (i.e. U13RB, U15D2G etc), winning team coach's signature, opposing teams coach's signature, referee signature, and any other pertinent information requested on the Official Game Report.
- d. In the event of a tie game, it will then be the responsibility of home coach to ensure that the Official Game Report is submitted to the EDS2 Scorekeeper with all of the above described information. Failure to follow the procedures will result in Appeals action and possible forfeiture of the game.
- e. The **HOME** team coach shall enter the results from each Official Game Report including penalty information, on the submittal form provided on the EDS2 Website. Results shall be entered no later than 6:00 p.m. on the **Tuesday** following the date each game was played.
- f. The **WINNING** team coach shall have until **Tuesday** to mail to the address listed on the EDS2 website, the Official Game Report to the EDS2 Scorekeeper. The official Game Report is required to be in the EDS2 Scorekeepers possession no later than 10 days following a weekends games or that game will be declared a forfeit. EDS2 will not be responsible for lost, late, damaged, or misdirected mail.

g. Failure to deliver the Official Game Report as required shall subject the **WINNING** team coach (or in the event of a TIE game BOTH coaches) to disciplinary action. Each coach can see if the EDS2 Scorekeeper has received the game report and the game is “official” via the coaches’ page on the website. The website will show a red “X” that changes to a green check on the line of the games submitted.

h. Each coach shall certify the game results upon conclusion of the match by signing the Official Game Report. **Discrepancies on the game report must be brought to the Referee’s attention prior to leaving the field. Disciplinary action may be taken against a coach who refuses to sign a complete and accurate Official Game Report.**

i. The losing team coach shall have the same responsibility as the winning team coach but **will not** send in the Official Game Report unless the opposing team game report fails to appear within 10 days or the game report is requested by the EDS2 Administrator.

2. Forfeit for failure to submit the Official Game Report.

a. The EDS2 Scorekeeper will record an official forfeit against the winning team for any game for which an Official Game Report is not properly submitted and received by the EDS2 Administrator within 10 days. Such a forfeit may be corrected by (1) receipt of the opposing coaches game report, (2) official Appeals action, (3) receipt of the original, completed Official Game Report.

3. “Suspension Verification Form.”

a. Each coach can view current penalty point report for your team. It is your job as a coach to know the rules for penalty points. Each coach should keep his/her own penalty point log for his/her team.

b. The suspension of any player or coach due to penalty point accumulation as provided in the EDS2 Appeals Procedures of these Rules shall be documented by the completion of the “Suspension Verification Form” provided on the EDS2 Website. The form must be submitted by the team which has a player or coach serving a suspension. Failure to properly complete and submit the Suspension Verification Form as required shall subject the player and his or her coach to Appeals action. When a player/coach serves a suspension, the date the suspension is served will be posted on the team penalty point section of the coaches page.

c. A suspension is not considered “served” until the form is received by the EDS2 administrator.