

# Game Card Fill-out Procedures

**To Referee**

**Before Game**

**From Referee**

**After Game**

AYSO Referee Training Program

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Game Card Fillout Procedures

- Names and Jersey #
- Missing Players
- Team / Match Info

- Subs Out (X)
- Goals by (I)
- Goal Keeper (G)
- Score and Team

Key to recording the match in AYSO is the lineup card. It is here where the region helps verify AYSO’s philosophy of everyone plays and gets notes and information back about scores and players skills (goals).

The coach **ONLY** fills out the top section about the team, and the name and jersey number of the players. If you get cards without jersey numbers or hand scribbled each time, remind a coach they could fill out (using a computer or typewriter) one master game card at the start of the season and then make enough copies for all the expected games and tournaments. An Excel spreadsheet of the lineup card is available at <http://socref.net/>. If using WebAYSO, you can print the card automatically once the team jersey numbers are assigned to players. The ref and/or coach should print the lineup card onto “index card stock” paper and cut to size. Such paper is available from most stationary stores and Kinko’s. Card stock will run through any inkjet, laserjet, etc. printer.

Players for a particular game that are absent should be crossed out by the coach or referee. **NO MARKINGS BY THE COACH SHOULD GO IN THE GOALS OR QTRS PLAYED AREA.** Especially they should not mark the expected substitution schedule (it always changes during the game due to injuries) and especially not as who plays in a quarter (referees only mark who does NOT play).

The Referee will then mark game stats (substitutions out each period, Goal Keepers each period, players who score the goals, injuries, and absences, etc.) during the course of the game. The Referee will also mark the game stats at the bottom and any comments such as misconduct on the back. After signing the card after the game, the region decides on the disposition of the card. In general, the referee should retain a record of the match in case of disputes; either by copying the completed lineup card or making a match report in their data wallet.

For WebAYSO users, the card data should be electronically duplicated into WebAYSO’s game card entry area under the referee tab. The Referee should then keep the original card until well after the end of the season in case of any protests or backup needs; so he has an original written record to refer too.

## Line-up Card Detail

No.	Player Name	Goals Scored				Injury	Absence
		1	2	3	4		
1	Daulton, James						
2	Rees-Williams, Karen		X				
3	Moss, Alice					GG	
4	Hernandez, Jen			X			
5	Johnson, Katie		X				
6	Kobayashi, Kiyomi						X
7	Michaels, Serena			X			
8	Ward, Katie	SICK					
9	Allen-Godman, Rachael		X				
10	Marquez, Roberto						X
11	Ho, Lisa			GG			X
12	Weissman, Tara			X			
13	Urdusca, Elena						X
14	Coyne, Hannah			AA			X
15	Vivandon, Susan						II

- Count the number of players on the field (blanks) in the first quarter to be sure
- Make sure the number of “marks” is the same each quarter (unless playing short a player purposely)
- Help assure every player has sat out once before any other player sits out a second time (customary regional rule)
- An accurate game record really helps trying to figure out what happened later



Key is to mark only those out that quarter. Unless there is an Injury (I) or new Absence (A) or new arrival, there should be the same number of “X”s marking those out each quarter. That is, there should be the same number of blanks in each quarter. That is one blank for every player on the field (less the goal keeper who gets a “G”), plus possibly one blank for every absent person (if they are not marked “A” or with only a horizontal line through the name).

It is important to mark an Injury or Absence as this may explain weird rotations and helps us know how many were on the field from the squad. It also explains if someone played all four quarters but someone else only 2 -- normally a violation of the everyone plays philosophy. If an absent player shows up later, mark the quarters they were out with A. This tells us to not consider that player in earlier rotation analysis. Similarly, if a player leaves early, mark an A in the later quarters for them.

If a player is injured and leaves the field, whether they are substituted out or not, do not change the game card. If they remain out with the injury past the next substitution period, mark them with an I instead of an X if you can. This, again, helps to better understand the rotation analysis.

If teams swap players, enter the other team players as jersey 0 at the bottom and add their name. Mark any goals they score on the card of the team they were on when they scored. Note that you may run out of room if there are different players swapped each quarter. It helps to keep a blank lineup card with you.

Note: clearly mark OWN goals in the goals scored column. That is because they count towards the final score but are not added to the players goals scored record. The goals scored record is additionally used to help balance teams next season.

When entering information into WebAYSO, you cannot indicate a player played for another team part of the time. Simply enter the data for them while playing for the other team as if they were on their own team. Because players may score goals while rotated onto the opponents team, the goals scored by each player may not add up to the final score for a team. Hence, why you have to separately enter a final score for each team.

If a forfeit is had and then a scrimmage, enter the subs out and goals per player of the scrimmage. But then enter 2-0 for the final score on any forfeit.

## AYSO Playing Time Rule

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- y AYSO National “Everyone Plays”
  - ▶ Every able and willing player present must play at least ½ the game (no benchwarmers)
  - ▶ A player cannot play more than ½ the game as keeper and must play at least one quarter (period) not as a keeper
- y Area / Regional “Everyone Plays” refinement
  - ▶ Every able and willing to play player must sit out one “quarter” before any other player sits out a second “quarter”\*

\* Formerly part of the AYSO National Handbook, 1993. Still followed by many regions and areas.



An accurate game record is needed for the division coordinators and regional board to enforce the everyone plays philosophy of AYSO. Although it is important to instill a sense of competitiveness and desire to win as measured by the most number of goals, this should not be done at the expense of the kids who are there to learn and play.

Most regions still follow a previous policy of AYSO National that further refines the current guideline. That policy is to not allow a player to play a 4th quarter in a game until all have played a 3rd quarter. Put another way, no player may sit out a second quarter until all have sat out at least one quarter. Not all regions or areas adopt this policy. So for inter-regional play, once should check the applicable rules.

## Web Youth Soccer (formerly WebAYSO)

- y Built up over the years by Bob Arasmith, Region 44 (Sunnyvale)
- y Originally started as a referee assignment program
- y Expanded to complete game and roster management
- y As parent, logon to get username / password
- y If not a parent of a player, contact referee administrator
- y Access via Region home page: <http://www.ayso43.org/>



**WebAYSO**  
By Crew Software, Inc.


*Welcome to WebAYSO*  
*Managing your region via the Web*

You must [login](#) to access your region's database.



## WebAYSO Main Referee Page

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**WebAYSO**  
By Crew Software, Inc.

Week	Before Game Day	Schedule for this week																																								
<a href="#">Sep 14, 2002</a> <a href="#">Sep 21, 2002</a> <a href="#">Sep 28, 2002</a> <a href="#">Oct 05, 2002</a> <a href="#">Oct 12, 2002</a> <a href="#">Oct 19, 2002</a> <a href="#">Oct 26, 2002</a> <a href="#">Nov 02, 2002</a> <a href="#">Nov 09, 2002</a> <a href="#">Nov 16, 2002</a> <a href="#">Nov 23, 2002</a> <a href="#">Nov 30, 2002</a> <a href="#">Dec 07, 2002</a> <a href="#">Sep 07, 2002</a>	<a href="#">Referee Preferences</a>  Game Day Resources <a href="#">Personal Schedule</a> <a href="#">Game Card Package</a> <a href="#">Game Record Package</a> <a href="#">Region Game Grid [Area wide play]</a> <a href="#">Misconduct Report</a>  Post Game <a href="#">Input Game Cards</a> <a href="#">Misconduct Reporting Form</a>  Scheduling <a href="#">Availability Grid</a> <a href="#">Game Assnment</a>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Day</th> <th>Time</th> <th>Field</th> <th>Division</th> <th>Duty</th> <th>Accepted</th> <th>Declined</th> <th>Confirmed On</th> </tr> </thead> <tbody> <tr> <td>Sat</td> <td>08:30</td> <td>Almond 1</td> <td>U10G</td> <td>Lines</td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>11-Nov-02</td> </tr> <tr> <td>Sat</td> <td>10:00</td> <td>Almond 1</td> <td>U10G</td> <td>Center</td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>21-Sep-02</td> </tr> <tr> <td>Sat</td> <td>11:30</td> <td>Almond 1</td> <td>U10G</td> <td>Center</td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>21-Sep-02</td> </tr> <tr> <td>Sat</td> <td>01:00</td> <td>Almond 1</td> <td>U10G</td> <td>Lines</td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td>11-Nov-02</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="SUBMIT"/></p>	Day	Time	Field	Division	Duty	Accepted	Declined	Confirmed On	Sat	08:30	Almond 1	U10G	Lines	<input checked="" type="radio"/>	<input type="radio"/>	11-Nov-02	Sat	10:00	Almond 1	U10G	Center	<input checked="" type="radio"/>	<input type="radio"/>	21-Sep-02	Sat	11:30	Almond 1	U10G	Center	<input checked="" type="radio"/>	<input type="radio"/>	21-Sep-02	Sat	01:00	Almond 1	U10G	Lines	<input checked="" type="radio"/>	<input type="radio"/>	11-Nov-02
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User: RANDOLPH HARR  
Logout

General  
Parent  
**Referee**  
Main Page  
Preferences  
Game Cards  
Game Summary  
Game Log  
Volunteer Form  
Print form

Region: 43  
Season: Fall  
Year: 2002



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Notice how the main page lists all the possible game days, your assigned games and your current status on accepting them, and then a menu of all the items of interest down the center.

Key to do is set your preferences by mid August and keep it up to date.

Next is to accept games, if possible, as assigned to you.

Finally is to enter the game cards after the game if you were the center referee.


When the season is over, WebAYSO will have recorded your game log and record for your convenience.

Each is briefly shown next.

## WebAYSO Selecting a Game to Enter

	Game Selection		
	Game Day	Field	Game
User: RANDOLPH HARR	13-APR-02	Burgess	08:30 43-U10G-3 vs 43-U10G-4
Logout	20-APR-02	Rosotti	10:00 43-U10G-9 vs 43-U10G-7
General	27-APR-02	Encinal 1	11:30 43-U10G-10 vs 43-U10G-6
Parent	04-MAY-02	Encinal 2	01:00 43-U10G-2 vs 43-U10G-5
<b>Referee</b>	11-MAY-02	Hillview	
Main Page	18-MAY-02	Kelly 1	
Preferences	25-MAY-02	Kelly 2	
Game Cards	01-JUN-02	La Entrada 1	
Game Summary	08-JUN-02	La Entrada 2	
Game Log	07-SEP-02	La Entrada 7	
Volunteer Form	08-SEP-02	La Entrada 8	
Print form	14-SEP-02	Santa Rita 1	
Region: 43	15-SEP-02	Las Lomitas 1	
Season: Fall	21-SEP-02	Las Lomitas 2	
Year: 2002	22-SEP-02	Lyle	
	<b>28-SEP-02</b> →	Santa Rita 2	
	29-SEP-02	Nealon 1	
	05-OCT-02	Santa Rita 3	
	06-OCT-02	Oak Knoll	
	12-OCT-02	Santa Rita 4	
	13-OCT-02	<b>Almond 1</b> →	
	19-OCT-02	Nimitz	
	20-OCT-02	Almond 2	
	26-OCT-02	Rosita	

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How to select a game to enter game cards is shown here.

## WebAYSO Entered Game Record

<b>Game</b>	<b>EDIT Referee Team</b>
Date: <b>Sep 28, 2002</b>	C: <b>Randolph Harr</b>
Time: <b>08:30</b>	L: <b>Paul McCabe</b>
Field: <b>Almond 1</b>	M: <b>Ray Cooper</b>

Properly entered game card:

- Notice ref team of Center, Asst Ref (Club Linesman not listed), and Mentor
- Enter missing players (Abs), Keepers (GK), who scored, and those players out during a period (X).
- Edit each section by clicking the edit/add button

<b>EDIT Home Team</b>						<b>EDIT Away Team</b>									
Team <b>43-U10G-3</b>						Team <b>43-U10G-4</b>									
Team Name						Team Name									
Team Colors						Team Colors									
Coach's Name <b>Pedro Lizaur</b>						Coach's Name <b>Tae Hea Nahm</b>									
No.	Player's Name	Goals Scored	Qtrs. Played				No.	Player's Name	Goals Scored	Qtrs. Played					
			1	2	3	4				1	2	3	4		
2	Caitlin Sandlin		GK	GK			2	Alison Nahm	1		X				
3	Tara Masterson Hally						3	Laurel Saldinger				X			
4	Marina Petros				X		4	Anika Murthy		X					
5	Ivy Parry		X				5	Elizabeth Stelling	2				X		
6	Taylor Howell					X	9	Katherine Love			X				
7	Ally De Alcuaz	1		X			10	Lauren Peterson				X			
8	Rosalie Struve				X		11	Glenn Collins		GK	GK				
9	Jean Wang			X			12	Christina Harr							
11	Ines Lizaur		X				14	Madeliene Casciaro	1			GK	GK		
12	Alison Dewar					GK	X	16	Gabriella Meffert						
16	Abla Saadeh					GK					Abs	Abs	Abs	Abs	
	Haley Libuit			Abs	Abs	Abs	Abs								
Final Score 1						Final Score 4									

**EDIT General Game Comments**

**ADD Misconduct/Incident Report**

Team	Number	Player	Action
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By selecting the game from the schedule, you can see the combined game card screen. Hitting each edit button allows you to enter the pertinent information. Note that Misconduct (Red cards) still require a separate report be generated.

## WebAYSO Editing Game Card


Game			Referee Team			
Date: <b>Sep 28, 2002</b>			C: <b>Randolph Harr</b>			
Time: <b>08:30</b>			L: <b>Paul McCabe</b>			
Field: <b>Almond 1</b>			L: <b>Mike Meffert</b>			
			M: <b>Ray Cooper</b>			
Away Team						
Team <b>43-U10G-4</b>						
Team Name						
Team Colors						
Coach's Name <b>Tae Hea Nahm</b>						
No.	Player's Name	Goals Scored	Qtrs. Played			
			1	2	3	4
2	Alison Nahm	1		X		
3	Laurel Saldinger	0			X	
4	Anika Murthy	0	X			
5	Elizabeth Stelling	2				X
9	Katherine Love	0		X		
10	Lauren Peterson	0			X	
11	Glenn Collins	0	GK	GK		
12	Christina Harr	0				
14	Madeliene Casciaro	1			GK	Inj
16	Gabriella Meffert	0				
	Malika Mehrotra	0	Abs	Abs	Abs	Abs
Final Score		4				
SUBMIT		CANCEL				

**Jersey Numbers**  
If the jersey numbers are wrong you should correct those first and submit the card. The players will be in the proper order when you return to this form.

**Goals Scored**  
Enter the number of goals scored by each player. If the child was playing for the other team still enter the goal for the child that scored it.

**Final Score**  
The final score may not be the sum of the goals scored column. Goals scored while a child was playing for the other team, or own goals mess up this total. **Own goals should not be credited to a child, we use goals scored as a team balancing technique.**

**Qtrs Played**  
Blank - Child played  
X - Child was out  
ABS - Child was absent  
INJ - Out because of injury



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Editing a particular team game card is shown here.

Note that to enter a player absent the whole game, you must enter in “Abs” for each quarter. There is no automatic way to enter this detail for all four quarters.

Note that the number of goals scored and attributed to each player does not automatically fill in as the final score. This must be set independently. This is to account for the fact that a player may have been swapped to another team and scored goal(s) while there. Also, we do not attribute “own” goals to the player who caused this to happen. This is because the total goals is used to calculate the strength of a player for team formation the following year.

Make sure to clearly mark players as absent or injured. This allows the stats page that DC’s and Coaches can check more clearly show what percentage of time each player who “was available and willing to play” actually played in a season.