



# MONTGOMERY TRAVELERS SOCCER CLUB

## How to be a Game Day Coordinator

UPDATED: 07/19/2024 rjs

ROLE DESCRIPTION: You'll make sure that everything the team needs to be at the game is there.

TIME COMMITMENT: Season startup: 1 hour total. Weekly during season: 1 hour per week.

SEASON STARTUP:

- In late August, get familiar with things:
  - Go to this link: [MTSC 2022-23 Travel Info](#) . Here, you'll find all the info about your team, and contact info for the other team managers and Club volunteers.
  - Go to this link: [How Tos for Managers and Volunteers](#) You'll find instructions for how to print a match card in GotSport, and more. Browse through them so you know what's available to you.
  - Go to this link: [MNJYS website](#). Click on Resources, then League Documents. Here, you'll find the [MNJYS Handbook](#), which lists all the official rules for the league. You don't need to memorize this, but it's handy to refer to if you have a question.
  - The Club webmaster will send you a link to your team account on GotSport. Be sure that you can log in, and you can see all of your players on the roster. Check that your contact information is correct.
- During the week before the tournament:
  - Ensure that all games and practices are loaded into TeamSnap (including any games for the September tournament).
  - Ensure that all of your players are loaded in TeamSnap and GotSport.
  - In GotSport, print your first match card (for the first MNJ match... there are no match cards for the tournament). Make sure all of your coaches and players appear with NJYS ID number and jersey number. Edit any that are missing.
  - Meet the DoC at the lockup to get your lockup key, team bag, folding bench, clipboard, and laminating film. Check that your team bag has ice packs, first aid kit, pinnies, goal keeper shirt, goal keeper gloves, and 2 team balls.
  - The Club registrar will send you a PDF of your player and coach passes. Print 3 copies of these. Cut the laminating film to fit the page, then cut up into cards. (By rule, they must be cut up into cards, and they must be laminated/covered in some way.) Put each set in a clear Ziploc sandwich bag. Give one set to your Team Manager, one set to your coach, and keep one set for yourself. Remember: no pass, no play, no exceptions.
  - Familiarize yourself with the game facts:

# GAME FACTS FOR FALL 2024, BY DIVISION

Config.	Div.	Min.	CR	AR (ea.)	Ball
11v11	U19	90	\$100	\$50	5
	U18				
	U17				
	U16	80	\$90	\$45	
	U15				
	U14	70	\$80	\$40	
	U13				
9v9	U12	60	\$70	\$35	4
	U11				
7v7	U10	50	\$60	\$30	
	U09				
	U08				

## WEEKLY DURING SEASON:

- Game Day:
  - Print the match card. Line out any players or coaches who are not attending.
  - Sort the passes in the order they appear on the match card. Separate out the player passes for those who won't be attending, but do bring them also, just in case).
  - Get cash to pay the refs (see table above). There is one Center Ref and 2 Assistant Refs. Each team pays half the fees. Exact change. So if you're playing 7v7, you need to bring  $(\$60 + \$30 + \$30) / 2 = \$60$ .
  - Make sure you have: match card, player/coach passes, team bag, team bench, cash. If it is going to be hot or drizzly, get a folding canopy from the lockup.
  - If the weather is iffy, look for an email from the Club Scheduler by 10am if home matches are cancelled.
  - DO NOT assume a game is cancelled unless you get confirmation. After 10am on game day, only the refs can declare a field unplayable. You and the team must be there and ready to play.
- At the field:
  - If a home game, get the corner flags from the lockup and set up on the field.
  - Set up the team bench and place the team bag next to it. Set up the canopy if you have one.
  - Referees will check-in the players about 10-15 minutes before match time. The ref will have all the players line up side by side.
    - Hand the cash and match card to the lead ref.
    - Call out each player's name and give him/her the player pass.
    - Check that every player present has their pass.
    - The ref will now call each player forward to show his/her pass. The ref will check the pass. Then have the player hand the pass back to you.
  - Unless you are a coach with a coach pass, go to the spectator side of the field.
  - Enjoy the game... be a parent!
  - After the game, get the bench, (canopy), and team bag. If a home game, return the corner flags to the lockup (OK to leave them out if another game on that field that day). If you took a canopy, bring that back to the lockup.

## END OF SEASON:

- Player and coach passes are good for the full seasonal year (Sep 1 – Aug 31). So save the passes from the fall to reuse in the spring. After the spring season, you can discard the passes or give them to the players as souvenirs.
- In the spring, return team bag and bench to the lockup