



EMSA Game Sheet Procedure

- Both the home team AND the away team will now need to print off their own individual game sheet from the EMSA Portal. Each team's information will be on their own game sheet. If a team forgets their game sheet they will default the game and an administration fee of \$100.00 will be issued to the team. For emergency cases, there will be a blank game sheet available for download on the EMSA website. We recommend, printing off a few copies and keeping them with your game supplies. You can fill those out by hand if you forget your game sheet.

- The following information will be auto-populated for both teams on their game sheet by the EMSA Portal system:

- Date
- Game Time
- Field
- Division
- Home Team Name
- Away Team Name
- All Player's Names (First & Last) and I.D. #'s (if you are using EMSA ID cards)
- Game Sheet of "team name"

- For the player Jersey numbers:

Team officials need to log into their EMSA Portal account only once prior to the season beginning and add their player's jersey numbers next to the player's names. Once this is done, the player's jersey numbers will auto populate for all future games.

- Teams will still need to handwrite in the following information onto their game sheet:

- Team Officials names and I.D. card numbers (EMSA currently does not limit the amount of team officials that can be on a roster so we cannot auto-populate this section as we don't know who will be on the bench for each game).
- Bench Attendant name (if applicable)
- Ref Liaison name
- Team Official Signature
- Trialist Names and Jersey Numbers (if applicable)

• If there are any players missing off the game sheet, teams can handwrite their names and info in. However, ensure they are on your roster first before playing them. If they are not, it results in a default/coach suspension.

• Both teams then present their individual game sheet to the referee PRIOR to kick off and with enough time for the referees to check I.D. cards .

• At the end of the game, the referee will give both team's game sheets and any trialist forms back to the HOME team so they can send it in to the EMSA office and score the game on line as per normal procedure (by 1pm the day after).

• There will be no carbon copies of the game sheets so if either of the teams or the referees would like a copy of their game sheet, they will have to take a photo of it with their cell phone or other device.

• For rescheduled games, the teams will need to reprint the game sheet from the new date that the game is scheduled for once it has been rescheduled and confirmed in the EMSA Portal.

• Please double check your game sheet at the end of the game after the referee has it completed to ensure all cards and goals have been recorded properly.