# KSSL Pre/Post Match Required Protocols

MDR = Match Day Roster

| | Pre Match | Post Match |
|---|---|---|
| 1. | At least ten (10) minutes before start of match, rostered coach and/or manager from both teams meet the center referee to start the check in process. | 11. After the match, center and assistant refs complete MDR roster, including goals, cautions or red cards given during the match AND the final score. All refs must sign the MDR. |
| 2. | The pre match check-in is NOT optional. If center referee is indifferent about completing the pre-match check in, the rostered head coach or team manager from the opposing team should check in the other teams' players. | 12. Please be patient and respectful, giving time for the referees to complete the MDR. |
| 3. | The most recently printed MDR from GotSport should be the one used for player check-in. Both teams should have an MDR available. | 13. The home team is responsible for recording the match score AND uploading a signed copy of the MDR. It is strongly encouraged the visiting team also take a picture of the signed/completed MDR. |
| 4. | Players and coaches should line up along their bench with their player card in hand. | 14. If there is a match concern related to the MDR, coach, or player eligibility, a short description of the concern should be written on the MDR and signed/acknowledged by the center ref. |
| 5. | Any coaches or players not participating in the match should already have their name crossed out. | 15. MDR concerns MUST be reported to the Age Group Coordinator (AGC) and Deputy Director within 24 hours of the conclusion of the match.<br>Please include:<br>• Details of the concern<br>• Picture of signed MDR that has written concern signed/acknowledged by center referee<br>• Center referee's name printed (due to not being able to always read signatures)<br>If any of these three criteria are not met, the board cannot consider your concern. |
| 6. | Center referee calls out coaches and players' names in order on the MDR. Coaches and players approach center ref and hand player card to center ref. Referee will hold all player cards until the conclusion of the match. | |
| 7. | Center ref places a checkmark on each coach and player present, indicating they have been properly checked in and eligible to play. | |
| 8. | Every player must have a jersey number listed on the MDR. | |
| 9. | Any coach or player whose name is handwritten on the MDR are not permitted to participate in the match or be on the sidelines. | |
| 10. | Center ref will keep the MDR until the match is complete. | |