

Adult Provincial Cup Scheduling and Match Report/Roster Processes

For Teams and Leagues

Schedule

- 1) The Home Team and/or League emails the game time and location to danturvill@bcsoccer.net AS SOON AS POSSIBLE, but no later than 12:00pm (noon) on Tuesday of each week for the upcoming weekend's games. If field information is not received by BC Soccer by noon on Tuesday before the game, the Away team becomes the Home team and is given the option of scheduling the game.
- 2) The Home team must then email their opponent with the details of the match (date/time/field information) and should also indicate their uniform colours. If there is a conflict, the Home team is required to wear alternates.
- 3) BC Soccer emails schedule details to the Provincial Cup referee scheduler as soon as they are received for referee scheduling.
- 4) BC Soccer posts game schedule details to BC Soccer Competitions web page (<https://adultprovincials.bcsoccer.net/schedule-results>) as soon as the details are received by the office, or by 9am Wednesday morning at the latest.
- 5) Game schedules, including referee assignments, are also emailed to each Adult league on Friday each week. Leagues should confirm game schedule information with their respective teams (not including referee assignments).

Teams Rosters and Match Reports

- 1) Teams are no longer required to manually fill in your roster on the 3-part Match Report form at the field prior to each game.
- 2) Each team will submit a complete Team Roster and Match Report Form – 2017 (attached to this communication). This form is to be submitted to BC Soccer no later than 12:00pm on the date of the Adult Provincial Cup Draw (April 13, 2017) or within 24 hours of qualification, whichever is later. This form should include ALL players registered to the team for the current season. BC Soccer holds these on file as the official team roster for Provincial Cup this season.
- 3) For every game, EACH TEAM is required to bring a minimum of 2 copies of the first page of their Team Roster and Match Report form. The PLAYER INFORMATION section of this form can be manipulated each game to include up to 20 players from their full roster as it was submitted to BC Soccer at the start of the competition. This is their roster for that specific game.
- 4) Each team gives a copy of the form to the referee, and a copy to the opponent.

- 5) The referee fills out the GAME INFORMATION section on each sheet. At the conclusion of the match, the referee fills in the game details on each form (goal scorers, red/yellow cards received) that he/she receives from the teams. The referee is then responsible for sending these completed forms to BC Soccer.
- 6) BC Soccer will then provide a copy of these completed forms to each team electronically by Tuesday of the following week.
- 7) If a team requires a copy immediately after the match (for protest purposes), they should take a photo of the completed team Roster and Match Report forms once the referee has completed them and prior to leaving the field area.

Reporting Results

- 1) The Referee is responsible for texting the score of the game to 604-317-9496 immediately following the completion of the game. If the referee cannot text, then please call the same number. In your text or voicemail please include:
 - i) Category (A Cup, B Cup, U21, or Masters)
 - ii) Full team name for both teams
 - iii) Final Score
- 2) BC Soccer will post all scores that have been received by:
 - i) Friday night games = Posted by Saturday morning, 10am
 - ii) Saturday Night Games = Posted by Sunday morning, 10am
 - iii) Sunday Night games = Posted by Sunday night 10pm
- 3) All late submissions will be updated Monday morning or as they are received.

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