

1 Suburban Friendship League

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3 **Procedures and Processes – Game Reports**  
4 (Effective February 9, 2008)

5  
6 **OVERVIEW**  
7

8 Both teams are required to report any yellow or red cards awarded and the score regardless of  
9 whether they win, lose, or tie. In addition, if they occur, roster problems must also be reported,  
10 e.g., the other team does have a roster or a roster challenge was made. Attachment I provides  
11 examples of proper game reports. Although requiring both teams to submit game reports results  
12 in duplicate game reports, this procedure was adopted to avoid confusion on who should report  
13 cards and game results. The penalty associated with reporting scores late is one game point  
14 while the failure to properly report a red card is the forfeiture of the game and additional team  
15 red card points.<sup>1</sup> **The preferred method for game reports is Email (sfl@sflsoccer.org) and**  
16 **including the game reference number in the subject field e.g., #4421 makes it easier for the**  
17 **SFL to use.** The SFL provides a confirmation that the game report has been received when it is  
18 submitted by Email.

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20 **ALLOWABLE METHODS**  
21 **AND DUE DATES**  
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- 23 1. Game reports may be submitted by Email (sfl@sflsoccer.org) and voice mail  
24 (703-476-6610). **The preferred method is Email.** The SFL provides a confirmation that  
25 the score has been received when it is submitted by Email and Attachment I provides  
26 examples of proper score reports.  
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28 **Instructions for Using the Voice Mail System**  
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- 30 • Call (703) 476-6610 and you will hear the following greeting:  
31

32 Hello, this is the SFL. Press 1 to leave scores for boys games, 2 to leave scores for  
33 girls games, 3 for general messages, and 4 to leave a message for a SFL  
34 Commissioner. You may press your selection at any time. When leaving scores,

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<sup>1</sup> A team red card point is awarded to a team each time one of its players receive a game suspension due to a red card. For example, if a player receives a one game suspension for a red card, the team and the player automatically receive one (1) red card point. On the other hand, if the infraction results in more than a one game suspension, then an additional red card point will be awarded to the player and the team for each additional game suspended. For example, if the suspension is two (2) games for a given infraction, then the player and the team will receive two (2) red card points. The penalties associated with the accumulation of red card points are outside the scope of this document and can be found in the SFL rules.

1 please speak slowly and state your name, age group, team name, game number, and  
2 score for each team. For example, Wayne Gilbert, Under 14 Girls, Reston 1, Game  
3 4421, Reston 1 – 2, Reston 2 – 0. Thank you.

- 4
- 5 • Press the proper number and leave your message.
- 6
- 7 2. Both teams are responsible for providing game reports, regardless of the outcome, by 6:00
- 8 PM on the Monday following the game.
- 9
- 10 a. If the team is expected to play a game prior to the Monday due date and a red card has
- 11 been received by that team, then the red card must be reported no later than 8:00 PM on
- 12 the game day.
- 13

#### 14 **Example 1**

15  
16 Team 1 plays a game on Saturday and Player A receives a red card. Team 1 is also  
17 scheduled to play a game on the following day (Sunday). Team 1 must report the red  
18 card on Player A by 8:00 PM on the day of the game (Saturday).

#### 19 **Example 2**

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21 Team 1 plays a game on Thursday and Player A receives a red card. Team 1 is also  
22 scheduled to play a game on the following Saturday. Team 1 must report the red card on  
23 Player A by 8:00 PM on the day of the game (Thursday).

### 24 **REQUIRED INFORMATION**

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- 26 1. Teams are required to provide the following information when submitting game reports:
    - 27
    - 28
    - 29
    - 30 • Game reference number. The game reference number can be found on the web site
    - 31 ([www.sflsoccer.org](http://www.sflsoccer.org)). A team's individual schedule can be found from the web site
    - 32 by selecting (1) the Team Information and Schedules link on the left side of the home
    - 33 page, (2) the Individual team schedules with game results and field directions link for
    - 34 the appropriate age group and (3) one the team names playing in the game. When
    - 35 reporting scores by Email including the game reference number in the subject field
    - 36 e.g., #4421 makes it easier for the SFL to use.
    - 37
    - 38 • Score for each team.
    - 39
    - 40 • Information on any yellow or red cards awarded.
    - 41
    - 42 • Roster issues, if any, that arose during the game, e.g., the other team did not have a
    - 43 roster or a roster challenge was conducted.
    - 44

- Team reporting score.

2. **Reporting Cards** – Yellow and red cards must be reported to the SFL by both teams and the club who provided the officials for the game. The SFL will notify the teams involved in the next game of players who had received red cards and should not play. Email is the preferred method of reporting red card information.

- a. The team whose player received the red card shall include the following information in their game report (1) player’s name, (2) player’s jersey number, (3) nature of the infraction, and (4) recommended suspension period.
- b. A referee may request from the coach, player, or other team official the name of any coach, player, or team official that the referee considers needed to perform their reporting responsibilities.

3. **Roster Issues** – When they occur, any roster issues are required to be included in the game report.

- a. **Failure to provide a roster** – When the other team fails to provide a roster, this shall be included on the game report. (**Note:** If one team does not have a roster and the other team plays the game, then the failure to provide a roster cannot be grounds for requesting a forfeit.)

- i. When a report is received that a team did not have a roster, then this report shall be sent to the appropriate SFL Age Group Commissioner, appropriate SFL Club Representative, and any other individuals that are considered appropriate by the SFL for their information. The individuals receiving a report of a team not providing a roster are not required to respond to the SFL on whether (1) any actions were taken or (2) the actions that were taken. However, repeated offenses may result in a team being suspended from the tournament by the appropriate SFL Age Group Commissioner.

- b. **Roster challenges** – Two types of roster challenges may be made – field challenges and roster form challenges. The actual process and procedures that must be used during these challenges are outside the scope of this document. However, they can be found the SFL rules.

### **PENALTIES FOR FAILURE TO SUBMIT PROPER GAME REPORTS**

- 1. If a score is not received by 6:00 PM on Monday following the game, both teams will be assessed a 1 game point penalty. Therefore, failure to promptly report a score will effect game points and may affect a team’s standing.

- 1 2. As noted above, a referee may request from the coach, player, or other team official the  
2 name of any coach, player, or team official that the referee considers needed to perform their  
3 reporting responsibilities. If this information is not provided or incorrect information is  
4 provided to the referee, the team will be assessed two (2) team red card points in addition to  
5 any other team red card points that may be assessed during the game.  
6
- 7 3. If a team does not properly report a red card, then the team will be assessed a forfeit for that  
8 game. In addition, the team is assessed three (3) additional team red card points to the team  
9 red card points assessed for the offense for not properly reporting the red card. A red card is  
10 considered properly reported by the team when the report includes the (1) player's name, (2)  
11 player's jersey number, (3) nature of the infraction, and (4) recommended suspension period.  
12

### 13 **Example 1**

14  
15 Player A on Team A receives a red card for an offense that warrants a one (1) game  
16 suspension and the team fails to properly report the red card. Team A is assessed a forfeit for  
17 the game and is assessed four (4) red card points (one for the red card and three red card  
18 points for not properly reporting the red card).  
19

### 20 **Example 2**

21  
22 Player A on Team A receives a red card for an offense that warrants a two (2) game  
23 suspension and the team fails to properly report the red card. Team A is assessed a forfeit for  
24 the game and is assessed five (5) red card points (two for the red card and three red card  
25 points for not properly reporting the red card).  
26

### 27 **Example 3**

28  
29 Player A on Team A receives a red card for an offense that warrants a one (1) game  
30 suspension and the team fails to properly report the red card. Team A is assessed a forfeit for  
31 the game and is assessed four (4) red card points (one for the red card and three red card  
32 points for not properly reporting the red card). Team A also receives and properly reports  
33 red cards resulting in four (4) red card points. Team A would be suspended from the  
34 tournament because of the accumulation of red card points.  
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### 36 **Example 4**

37  
38 Team A has two players receiving red cards for offenses that normally warrant a one game  
39 suspension during the same game and fails to report both red cards. Team A is assessed a  
40 forfeit for the game and is assessed eight (8) red card points (one for each red card and three  
41 red card points for each red card for not properly reporting the red cards). Team A would be  
42 suspended from the tournament because of the accumulation of red card points.

**Examples of Score Reports**

**Example 1 – Only Scores Need to Be Reported**

Subject: #19111

Under 19 Boys

Team 1 – 1 goal

Team 2 – 2 goals

No cards

Team 1 Reporting

**Example 2 – Scores and Cards Need to Be Reported**

Subject: #19111

Under 19 Boys

Team 1 – 1 goal, Yellow cards to #23, and #25

Team 2 – 2 goals, No cards

Red card issued to Joe Smith, #23 for accumulation of 2 yellow cards. The first yellow card was for dangerous play and the second yellow card was for dissent. The recommended suspension period is one game.

Team 1 Reporting

**Example 3 – Scores and Failure to Provide Roster Need to Be Reported**

Subject: #19111

Under 19 Boys

Team 1 – 1 goal

Team 2 – 2 goals

No cards

Team 2 was unable to provide a roster. However, the game was played anyway.

Team 1 Reporting

1 **Example 4 – Scores and Roster Challenge Needs to Be Reported**

2  
3 Subject: #19111

4  
5 Under 19 Boys

6  
7 Team 1 – 1 goal

8 Team 2 – 2 goals

9 No cards

10  
11 Team 2's roster was challenged since one of the players did not have a uniform number that  
12 appeared on the Team Roster provided. The referee questioned the player and was told that  
13 the player's name was John Smith and that he had picked up the incorrect jersey at home.  
14 John Smith appeared on the Team Roster provided and the birth date provided to the referee  
15 agreed with the Team Roster. The game was continued with John Smith being allowed to  
16 play with my permission although the coach of Team 2 never approached me to ask  
17 permission or notify me of this problem.

18  
19 Team 1 Reporting