

## R&D Thoughts for Team Manager

### All Should Consider Attending the Training

- learn lots about the league and get a copy of the procedures manual.

### Before the season begins

- Update team page
- Check Contact Info
- U12 and older, insert player name's and jersey numbers.
- Check Sit Out Owed List posted on league website

### During Season

- Track cards, accumulated points and sit outs (all this can be done from the online system)
- The league cannot remind a team of an impending sit out
- After each game, politely verify scores and cards with the referee
- Regularly check the on-line reports
- Discrepancies should be reported through the club representative to R&D immediately

### Sit Outs Required

- Red Card
- Accumulated Points – at 20, 30, 40, etc.
- Yellow card is 5 points, red card is 10 points
- Team Officials receive 5 additional points for first card awarded to that team official in each game

### Documenting Sit Outs

- Make sure you complete the sit out form presenting it to the opponent before the game for signature
- At check in with the referee note the sit out, and ask the referee to note it on his/her report.
- **Players** – hold onto sit out form, the league will look to the referee report. Retained form can be used to resolve conflicts
- **Others** - make a copy of the signed sit out form, and mail the original to the NCSL. Regardless, maintain the original for players and copy for others should there be an issue with the sit out not being recorded by the league.

### Once ejected

- **Coach** - must immediately leave the game site
- Go at least 100 yards from the field and remain at least that distance until at least 30 minutes after the
- **Players** - Latitude is allowed for players, if however they become disruptive after ejection, they too should leave but not before the team ensures the player is properly provided an adult to stay with him ensuring his safety and well being.

### During Sit Out

- **Coach** - cannot be involved with the administration of a game (for example, should not warm the team up, or present the team to the referee at check in. They should not be closer than 100 yards from the field for a period from 30 minutes before till 30 minutes after a game. They should also not be in communication with the team such as by cell phone or other means.
- **Players** - can be at the game, but cannot be disruptive and should not be dressed as a player.

**Questions should be addressed to the Club Representative, who are invited to submit those they cannot resolve to R&D.**