

To all NCSA coaches:

NCSA is pleased to announce an enhancement to our website which is designed to improve the coaches' benefit from the website. Until this time, only board members, club officials and referees could "log in" to perform various functions. Coaches will now be able to log in to perform 4 functions: print a game specific Match Day Form, record a score, provide a short match evaluation and provide a detailed referee evaluation. The Match Day Form and Score Reporting are **MANDATORY**, and while the evaluations are optional, we hope to receive greater participation than in the past.

Details for the entire process are included below. Now we know men hate to ask for or read directions, but we hope everyone will take the time to understand how the new procedure works.

#### HOW WILL I LOG IN?

All club contacts who hold the role of "coach" for Spring 2011 will receive this email (unless their email provided by the club is not valid). At about the same time, each coach will also receive an email that is sent specifically to that coach and contains that coach's user ID and password. The only exception to receiving this new user ID and password is if you already have such login information because you are an NCSA board member, a referee or a club official who has login rights during Spring 2011. Those contacts will use the same login information; upon logging in, such contacts will now choose which menu to access (for example, referee or coach) and can switch menus while still logged in. All coaches who have no other login rights will be directed immediately to the coach menu.

The page you will see after logging in is the same "Coach's Page" that exists currently on the public portion of the site; that may change in the future. What is new is that there is a menu on the left side different than the public menu. There are 2 "parent" menu choices labeled PERSONAL INFORMATION and TEAM MANAGEMENT. Clicking a parent menu item will display the sub-menu choices discussed below. Just above the left side menu it should say "Welcome" and your name. If you have multiple roles, this is where you would switch roles.

#### PERSONAL INFORMATION – Edit Password

This is the section where you modify your password from the unusual random password generated by the system for you – we deliberately made the password unusual to coax you into changing it to something you will remember.

#### PERSONAL INFORMATION – Edit Personal Data

This is the section where you edit your address, phone numbers and one email address. Remember to hit "Save" at the bottom.

#### TEAM MANAGEMENT – Match Day Form (**MANDATORY** for **EACH** team)

The most significant change is that EACH team must submit its own Match Day Form.

First, if you coach multiple teams – either as head coach or assistant coach in NCSA records, there will be a drop down box listing those teams from which you select the team and then click “Get Games”. If you coach only one team according to NCSA records, your list of games will appear when you click the menu item “Match Day Form”. The Match Day Form is required only for NCSA games.

Second, the entire list of games will appear for the team selected or the only team you coach. The games are in reverse order (which we just noticed and will be corrected). The game number in the left column is in blue and is able to be clicked from any time before the game through 24 hours after the game. After that time, you may no longer edit the Match Day Form; however, the right column will display “View”, which may be clicked to view the completed form.

Third, once you click a game number to create a Match Day Form, a form “wizard” displays to guide you to completing the form:

(a) The name of a coach listed in NCSA records as coaching this team will be pre-populated into one of four spaces for coaches – coach names can be removed and replaced – you may add names to a total of 4 permitted coaches per rules – this procedure will eliminate the illegible names on a majority of previously submitted forms;

(b) You must then answer if any players are playing up – it is preset as “no” - if you change it to “yes”, a section will appear for you to list the player’s name, the player’s pass number and the team from which the player is playing up – again, this procedure will eliminate the illegible names previously written on US Club rosters (you may NOT write names on US club roster forms any longer) – the “add another player” lets you add additional players playing up according to NCSA rules - the teams listed (playing up from) in the drop down are only those teams from which a player may play up – this will eliminate the numerous situations where players improperly played for a team.

(c) When you are done, remember to click “Save and View/Print” and a PDF version of the form will appear for printing – note that the form will have extra lines for writing in players who are recruited last minute to play up - we understand coaches are accustomed to seeking additional players on a last minute basis and those names, pass numbers and team playing up from must be entered for the referee – for this season only, we are permitting/requiring coaches to return to the form WITHIN 24 HOURS of game time and you **MUST** add players who did in fact play up on game day. How do we monitor compliance? Referees will report if any players played up and if so, how many. If you find that you improperly used a player to play up, report it immediately to your division commissioner – your reporting of the infraction will lessen any penalties that would apply.

Fourth, there are many new features on the Match Day Form:

(a) The upper left section is completed based upon the game number listing date, time, field, teams and flight – this solves the issue of often incomplete information.

(b) The officials' names are printed on the form provided they are already assigned – for that reason we recommend that you **WAIT** until Friday to print a form for that weekend – by that time, 98% of all matches have been assigned and accepted.

(c) The upper right portion listing game times, size of ball and referee fees now contains a highlighted section for the flight of the game. In testing there seems to be a glitch where 2 lines might be highlighted – we are working on that.

(d) The upper right also displays which team is providing this Match Day Form – **EACH team provides one** – the delays typical to incomplete and unsigned forms should be solved by each team providing a form – if you do not have your form, referees have been instructed not to permit the game to proceed.

(e) The coaches are listed here based upon what was recorded by you.

(f) The players playing up are listed (name, pass number, team) and you may hand write such information for this season only – remember to go back to complete the same information online within 24 hours.

#### TEAM MANAGEMENT – Score Entry

Scores are no longer reported via external websites or via email or telephone. The same rules apply as to who reports the score (winning team, home team if a draw), but both teams have the ability to enter a score. The same 4 hour rule applies, but for now the ability to enter a score ends after 24 hours. While we are tracking timeliness of score reporting, at this time we are allowing additional time without fines since it is a new system.

(a) Enter scores for each team.

(b) If a team was not at the field with minimum number of players within 15 minute of game time, click “yes” and indicate which team (rare situation).

(c) If one of the officials did not appear, click “yes” – this allows us to follow up with officiating crews to determine who was missing and why.

(d) You may enter a short comment for the division commissioner.

(e) You may enter scores only once – if a score is wrong, email your division commissioner.

When done, click “Save” – this will take you to the short Match Evaluation page. We hope you will complete it at that time, but if you are pressed for time, you may return to it later.

### TEAM MANAGEMENT – Submit Match Evaluation

Click the game number in the left column to access the evaluation form. There are 3 short, simple sections to address pre-game issues, match level and an overall evaluation of the officials. The first 2 sections allow for comments. If you wish to make comments about an official, you must complete the Detailed Referee Evaluation. We hope every coach will take the time to complete this section. You can go back and view it later by clicking the “View” link in the right column.

### TEAM MANAGEMENT – Detailed Referee Evaluation

Click the game number in the left column to access the evaluation form. For a game with only 1 official (small sided), there is only 1 section to complete about the only referee. For a game with more than 1 official, there are 3 sections to complete about the center referee and both assistant referees. Each section allows 2 places for comments. We hope every coach will take the time to complete this section. Once you answer questions for a couple of games, you will see how quick and simple it is to help the league by providing your feedback. . You can go back and view it later by clicking the “View” link in the right column.