

REFEREE PROCEDURES

After the Match - Step-by-Step Easy Reference

STEP 1 - COMPLETE THE GAME REPORT

Before leaving the field, complete the official **GotSport Game Report**.

- Final score
- Send-offs / red cards
- Serious injuries
- Unusual or serious incidents
- Players/coaches serving suspensions
- Referee crew information
- Any other information USA needs to review

STEP 2 - GET COACH SIGNATURES

Obtain the required **coach signatures**. Confirm the report identifies players/coaches checked in to participate and those serving suspensions.

STEP 3 - COACHES MAY TAKE A PHOTO

Once complete and signed, coaches may take a **photo of the Game Report** for team records.

REFEREE KEEPS THE ORIGINAL

DO NOT GIVE THE ORIGINAL GAME REPORT TO EITHER TEAM. The referee keeps the original for their records.

STEP 4 - LEAVE THE FIELD TOGETHER

The referee crew should leave the field together. If needed, request an escort from the **Field Marshal**.

STEP 5 - ENTER THE SCORE IN GOTSPORT

Use GotSport **Scoring Input**. Enter the final score, players/coaches serving suspensions, serious injuries, and other serious or unusual incidents.

VERIFY BEFORE SUBMITTING

WHAT YOU ENTER INTO GOTSPORT MUST MATCH WHAT IS WRITTEN ON THE GAME REPORT.

REPORTING DEADLINES

GAME REPORT — BY END OF DAY

The completed Game Report should be uploaded/submitted to USA **by the end of the day the match is played**.

SUPPLEMENTAL / INCIDENT REPORT — WITHIN 24 HOURS

Any required supplemental report involving a send-off, serious injury, misconduct, or unusual/serious incident should be completed and submitted **within 24 hours of the match**.

Complete supplemental reports as soon as possible **while the incident details are still fresh** and can be documented accurately.

STEP 6 - SUBMIT THE GAME REPORT TO USA

Choose One Submission Method

OPTION 1 - GOTSPORT UPLOAD

Upload a clear photo/copy through **GotSport**. **UPLOAD PIN: 2627**

OPTION 2 - TEXT

Text a **clear photo of the entire completed Game Report** to: **863-595-8692**

OPTION 3 - EMAIL

Email a clear photo/scan to **usagamereports@usa-soccer.org**.
PUT THE GAME NUMBER IN THE SUBJECT LINE.

REPORTING DEADLINES - QUICK REMINDER

Report	Deadline
Game Report	BY END OF DAY
Supplemental / Incident Report	WITHIN 24 HOURS

BEFORE YOU LEAVE - FINAL CHECK

- Game Report completed
- Final score recorded
- Red cards/send-offs documented
- Injuries/incidents documented
- Suspensions documented
- Coach signatures obtained
- Coaches may photograph report
- Score entered into GotSport
- GotSport matches Game Report
- Game Report submitted by end of day
- Supplemental report submitted within 24 hours, if required
- Referee retained the original

QUICK REMINDER

Who	Game Report
REFEREE	Keeps the ORIGINAL
COACHES	May take a photo for team records
USA	Receives a copy/photo through GotSport, text, or email

GotSport assistance: **usagamereports@usa-soccer.org**

Reference: **USA-Soccer.org** - Referee Procedures