



MSPSP Online Game Report Process for Center Referees

State Cup, Junior State Cup, MSPSP, and DA Game Reports are now all submitted online.

The game reports will be completed online by the center referee.

Please fill out the match-day 'Match Card' copies completely, as it will be vital to completing the online form correctly. The instructions contained in this document will assist you in completing your online game report.

CENTER REFEREE – *It is important that you complete the online game report as soon as possible after the game (but absolutely no later than 48 hours after the game). Failure to do so may result in not being considered for future assignments.*

1. After each game, head to either:
www.SportsForms.club/MSYSA OR www.SportsForms.club/MSPSP
2. Navigate to the section "For Center Referees", select the MSPSP "Submit MSPSP Game Report Here" button.
3. Find the Match Number in the dropdown box. This information is on the paper copy of the game report.
4. Type in your First and Last Name in the appropriate area.
5. Type in your Email in the appropriate area. Double check for accuracy before submitting the form.
6. Select your assistant referees' names from the dropdown box.
7. If one of the assigned assistant referees failed to show or their name does not appear in the dropdown box, indicate CLUB LINE, OTHER, or NONE as appropriate. If you select "Other", you will be prompted to type in their name.
8. Click on the "Submit Game Report Info" button.
9. You will be taken to a web page where you can decide to complete the Game Report immediately or have a link to the Game Report sent to you in email. It is highly recommended that you fill out the paperwork immediately rather than selecting the option to complete it later.
10. At the top, enter the game date (MM/DD/YY), game time, and field name. This information can be found on the paper version of the game report.

11. Indicate whether there were any injuries in the game that MSPSP needs to be aware of. This includes, but is not limited to, head injuries and injuries that necessitated a call to emergency medical personnel. **If so, please remember to fill out an incident report on Game Officials after completing this report.**
12. Enter the names and risk management numbers of any/all team officials.
13. If there are any coaches, etc. who are serving a red card suspension, enter their name in the Name field, but type in "RC SUSPENSION" in the Risk Management field.
14. Indicate any yellow or red cards that were issued to the Home Team's coaches, trainers, managers, etc. **If any red cards were issued, please remember to fill out an incident report on Game Officials after completing this report.**
15. Indicate the score for the Home Team.
16. For each player listed on the Home Team, double check the jersey number listed on the form is the number used by the player in the game. Change the number on the online report as needed.
17. For each player listed on the Home Team, indicate whether the player was participating in the game, was present but not participating (remember: the number of players allowed to play in a give game may be restricted by the event/program), was absent, or was serving a red card suspension. It is the team's responsibility to make you aware of any players or coaches serving a suspension, but it is your responsibility to report it on the online game report.
18. If any yellow or red cards were issued to the players on the Home Team, indicate that in the yellow and red card columns corresponding to that player's name. **If any red cards were issued, please remember to fill out an incident report on Game Officials after completing this report.**
19. Repeat process for the Away Team.
20. Complete the requested MSPSP Sportsmanship Rating for Players, Team Officials, and Spectators for each team. Please be fair and accurate. An explanation of the rating system can be found below.
21. If there are any additional issues you want to make MSPSP aware of, please add these in the comment section.
22. If everything is accurate, click on the "Signature" button, go to "Type", select a signature font, type your name in the bar towards the top of the box, and click the "Add" button.
23. Click on the "Date" button.
24. Scroll all the way to the top of the page and click on "Done". All set!



MSPSP Sportsmanship Rating Criteria

The MSPSP Sportsmanship Rating system is a 1-5 system for each teams Players, Spectators, and Team Officials, (1) being POOR and (5) being EXCELLENT.

The rating system is based on but not limited to, the following:

(5) EXCELLENT SPORTSMANSHIP

- A. Team exhibits very good sportsmanship toward opponents and all officials.
- B. Team displays a positive atmosphere / environment amongst their players, team officials, spectators.
- C. Demonstrates excellent understanding of the rules & policies, shows respect to the officials and opponents, converses calmly and rationally with officials regarding any interpretation of calls and no dissent of any judgement decisions made.

(4) GOOD SPORTSMANSHIP

- A. Team exhibits good conduct and sportsmanship for majority of the match.
- B. Team does not verbally complain about decisions made by officials for majority of the match.
- C. Team accepts judgment decisions made by the officials for majority of the match.
- D. Spectator behavior was good.

(3) PAR SPORTSMANSHIP

Teams 'begin' at this level, and if no positive or negative actions occur, teams should receive this rating.

- A. The team accepts judgment decisions made by the officials, with some minor disagreements.
- B. Team Officials show minor disagreements toward officials judgement calls which may or may not result in a foul or warning.
- C. Team members occasionally use profanity, although not directed toward officials/opponents.

(2) POOR SPORTSMANSHIP

- A. Team members show dissent toward officials
- B. Team members use abusive/inappropriate language toward officials/opponents.
- C. Team members are continuously "trash talking" opponents.
- D. Spectator behavior was poor and / or lacking respect of the officials and opponents.
- E. Team has a player ejected.
- F. Team official receives yellow card for behavior or dissent.

(1) VERY POOR SPORTSMANSHIP

- A. Threatening/making physical contact in an aggressive manner toward officials / opponents.
- B. Team is out of control, showing a complete disregard for authority of officials.
- C. Team is playing dangerously/maliciously.
- D. Multiple players from team are ejected from the match.
- E. Team Official ejected from the match.
- F. Team members damage/attempt to damage equipment or the facility