



## AYSO Area 1C Upper Division Reporting Procedure Lineup Cards, CGI Sports, Area Website, and Mail

It is the Referee's job to enter the scores and other pertinent information **within 24 hours** of the game. Following these four procedure steps **in sequence** will ensure this is done with the minimum of problems.

### 1. Lineup Cards

Start by filling out the back of the Lineup Cards completely. This is best done at the field when you can compare notes with the entire referee team. The Referee must retain the cards for the duration of the season or early December.

### 2. CGI Sports

Only the Referee has access to enter the official game report. If the Referee does not show up, the person who takes on the role of Referee must email Richard Chen ([rchen111@ayso214.org](mailto:rchen111@ayso214.org)) to be assigned as Referee on the game, and then make the standard report.

A. Log into <https://cgisports.com/ref/6017/>. Go to "My Schedule", and click on "Submit match report for Game ID #####" (Game ID is the game on which you are submitting the report).

<a href="#">16215</a>	4/30/23	3:00	G16U	South Pas HS(T):214	G16-R13-Takahashi	G16-R98-Ortega	Center	None	Accepted: 4/30/23
-----------------------	---------	------	------	---------------------	-------------------	----------------	--------	------	-------------------

Submit match report for Game ID 16215

#### Submit Match Report

Game ID	Date	Time	Division	Location/Field
16215	4/30/23	3:00 PM	G16U	South Pas HS(T):214

Referee: **Richard Chen**

	Score at Half	Final Score
Home: G16-R13-T	<input type="text"/>	<input type="text"/>
Visitor: G16-R98-O	<input type="text"/>	<input type="text"/>

If you took disciplinary action with players during this game, press the button below to open misconduct reports.

Misconduct Reports?

**Game comments.** Tell us anything else you think we should know about this game.

Ready to submit? **Please check your entries carefully**, then press the button below

Submit Match Report

### B. Enter the score.

C. If there is misconduct (cautions or send offs), click on “Misconduct Report” to report it.

If you took disciplinary action with players during this game, press the button below to open misconduct reports.

[Close Misconduct](#)

Enter specifics for your misconduct report(s) below. Click the “New Incident” button below to open as many misconduct reports as needed. If you inadvertently open too many misconduct reports, just leave the player name blank; only incidents submitted with a player name will be processed.

1)	Player's team: <input type="text"/>	Player's name: <input type="text"/>	Shirt number: <input type="text"/>	Minute: <input type="text"/>
Cautionable Offense (Yellow)	<input type="text"/>			
Sendoff Offense (Red)	<input type="text"/>			
Explanation	<input type="text"/>			

[New Incident](#) Click to add another misconduct report to this submission.

D. Fill in the **Comments Section** with any additional information that we need to know such as:

- If the Assistant Referees listed were late or a “No Show”, let us know. Enter the name and region of names of volunteers who helped as replacement referee.
- Coach, Assistant Coach and/or spectator behavior issues, even if the person was not sent off or ejected.
- Any injuries that occurred in the game where a player left the field and did not return. Describe the incident and resulting actions. **This must be done if there were any head injuries or if Emergency Personnel are called. Again, identify the time, team, player number, full name of the player.**
- ANYTHING ELSE that you feel the Area staff might need to know

E. Once the game report is completed, click on “Submit Match Report” for submission and go to Step 3. **If you do not click “Submit Match Report” your entries will be lost.**

3. Area 1C Website Reports – Instructions there will walk you through the process

A. **Misconduct Report** is required for

- Coach or assistant coach Send Off
- Spectator ejection
- Touchline Misbehavior by a coach, assistant or spectator, even if the person was not sent off or ejected.

B. **Injury Report** is required for a serious injury as defined above.

4. Email

Fully **flatten** the lineup cards. Take two pictures of the cards. The first is the front of Card1 and the back of Card 2 and the second is the back of Card 1 and the front of Card 2. Include the back of the cards even if blank. ARs should take pictures as backup. Put all pictures in a **single** email with the **heading “date, time, field”**, and send **one** email (not text) to [UDlineupcards@ayso1c.org](mailto:UDlineupcards@ayso1c.org). Referees retain the lineup cards for the duration of the season (early December) in case of questions. Illegible photos or failure to submit the email may result in no referee point being awarded.

5. Mail

Mail any retained ID cards to the Area Coordinator:

Peter Smock  
393 Auburn Lane  
Sierra Madre, CA 91024