

SCWSL

Check in Process

Official Roster – Printed from the Sport Engine Website

Rostered Player – All rostered players will have an uploaded picture and their name on the app. If they do not have a picture on the app, they are not a rostered player and cannot play. If they are not on the official roster but they are on the app, they can be added to the roster once you confirm that they are rostered on the team that you are checking in.

Manager

Before the game:

1. Ask all your players to download the app from Sports Engine – as long as one player has downloaded the app the entire team can check in.
2. Remind your players that everyone is required to bring identification (driver's license, passport, etc.) to every game in case the referee asks for additional player identification.
3. Print your team's official roster from your team page.
4. Cross out all players on the roster that will not be playing in the game.
5. Write in all jersey numbers that are missing or have changed.
6. Any players arriving late are circled and the referee is notified.
7. Once the team is ready (all required gear is on and no jewelry is present) your team is ready to check in.

Checking in:

1. Provide the referee your official roster.
2. Each player is to tell the referee their name, jersey number and show the picture from the app.
3. If a player does not have the app, they can borrow another players phone to check in.
4. If a player is going to be late, circle them late on the roster. Late players will be allowed to check in at a game restart (i.e. throw-in, goal kick, etc.). They must have their picture pulled up on the app and ready to show the ref. If the player is not prepared to check in, the ref will instruct the player to wait until the next opportunity for their team to sub. This is true even if a team is playing short players.

Referee:

1. Start checking in teams 15 minutes prior to kick off.
2. Collect the official rosters from both teams.
3. As players step up, confirm that their picture matches the picture on the app, they are wearing the jersey number that is listed on the official roster and their dress meets all league criteria (jewelry check, matching jersey, shin guards, etc.)
4. If the picture does not look like the player presenting it, ask for additional ID.
5. If a player is not on the app or cannot provide the requested additional ID if requested, they are not eligible to play.
6. Check off all players present, and make sure late players are identified.
7. A player can be added to the roster if they are on the team's roster on the app.

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8. If the game has started, a late player may enter the field and check in per the “checking in” procedure #4 above.
9. Any illegal player must be noted and reported to the referee scheduler.

What if?

What if the manager forgets the official roster?

The manager will need to print the names of all the players with their jersey numbers. Referee will match the names up with their picture on the app.

What if the Sport Engine app is not working?

Players will check in using a picture ID. If they did not bring ID then they cannot play.