

## Card reporting guidelines

All Yellow and Red cards issued in games must be reported to CIAC through the online reporting system. Red cards, you must also send an email to the Board president ( [president@ccsoa.org](mailto:president@ccsoa.org) ) with the information depicted below. The Board President will then forward the DQ report to CIAC.

Note: It is extremely important that you confirm and verify with the official score keeper the names and shirt numbers of the individuals that were issued cards, and what they were issued for. Use the appropriate language and codes printed on the handed out referee cards for reference.

### Red Card Information to be emailed to President

Disqualifying Official:

Other Official(s):

Game Date:

Name of Person Disqualified:

Sport:

Level (V, JV, FR, MS):

Disqualified Person's School:

Opponent:

Site of Game:

Person Disqualified is a (player / head coach / assistant coach / other)

Reason for DQ/Ejection (i.e. fighting, insubordination, etc.):


Detailed Description of Incident (please included as much detail as necessary):

### Reporting Yellow and Red Cards in the Online CIAC System

1. Click <http://content.ciacsports.com/cards/> to access the CIAC card reporting system.
2. When prompted, provide the user and password. Both values are "ccsoa".
3. Your screen will look similar to this:

## Submit Soccer Card Report

All penalty cards should be reported online via this system no more than 24 hours following the conclusion of the game.  
All fields are required.

Date: (Click on Calendar to Select)	 08/30/16
Sport:	<input type="text"/>
Level:	<input type="text"/>
School:	<input type="text"/>
Card Recipient's Uniform Number or Title i.e. Head Coach, Trainer, etc.) for non-player:	<input type="text"/>
Card Recipient's Name:	<input type="text"/>
Card Type and Code:	<input type="text"/> Card type must be selected above before choosing code <input type="text"/>
Official Issuing Card:	<input type="text"/>
Official Submitting Report:	<input type="text"/>
Report Submitter's IP Address:	71.235.216.201

Submit Report

4. Supply the date of the game.
5. For sport, select "Boys Soccer" or "Girls Soccer"
6. Select "V", "JV" or "FR" for Level
7. Select the school
8. Supply the uniform number
9. Supply the players name
10. Select the card type **Yellow or Red**
11. Supply the appropriate code – refer to cards for descriptions
12. Supply the official issuing the card
13. Provide the official submitting the report
14. Click the "Submit Report" button
15. Repeat the process for other cards

### Guidelines for reporting

When reporting a Red Card that was issued for two yellow card scenarios, report the first yellow card normally. Report the red card through the CIAC online system, and provide 2<sup>nd</sup> yellow for the code. In the email to the president identify the codes for the two yellow cards in the description of events. Use bellow images of cards for reference. When in doubt, send an email to [president@ccsoa.org](mailto:president@ccsoa.org) with questions.

1. Enter/Leave Field without Perm.
2. Persistent Infringement of Rules
3. Dissent
4. Vulgar or Profane Language
5. Electronic Communication to Players
6. Coaching Outside Team Area
7. Unnecessary Delay of Game
8. Holding Shirt or Short
9. Deliberate Verbal Tactics
10. Encroachment
11. Deliberate Hand Ball to Stop Attack
12. Deliberate Tactical Foul
13. Faking Injury
14. Simulating Foul
15. Reckless Play
16. Illegal Equipment
17. Delay Play or Restart
18. Deliberate Hand Ball in Penalty Area - Goal Scored
19. Deliberate Foul Attempting to Deny Goal Scoring Opportunity - Goal Scored
20. Tobacco Products Use
21. Other Unsportsmanlike Conduct

1. Exhibiting Violent Conduct
2. Taunting - Word or Act
3. Subsequent Yellow (second yellow card)
4. Serious Foul Play Punishable by Penalty Kick or Direct Kick using Disproportionate and Unnecessary Force
5. Deliberately Handling a Ball Attempting to Prevent a Goal and Goal is *Not* Scored
6. Foul, Attempting to Prevent an Obvious Goal Scoring Opportunity & Goal is *Not* Scored
7. Spitting at Teammate, Opponent or Game Official
8. Using Insulting, Offensive or Abusive Language or Gesture
9. Leaving Team Area to Enter Field where a Fight/Altercation Taking Place, Unless Summoned