Mantua Township Soccer Association

Travel Coach Operational Guide & Pre-Season Checklist
(SJGSL and SJSL)

To ensure a smooth start to each season and prevent last-minute scrambling for game day readiness, all travel team head coaches should follow this comprehensive operational timeline and procedure guide which will outline how to prepare your team for your first week each season, and what weekly tasks you need to complete throughout the season.

Pre-Season Timeline & Deadlines

Adhering to the following milestones ensures that administrative verifications do not delay player eligibility:

Milestone 1

- **4 Weeks Prior to First Game:** VP of Girls and Boys Travel will contact all head coaches individually and provide a status of each team's rosters, including which players or coaches may be missing requirements. Coaches should work with families to complete outstanding registration requirements, if necessary. Confirm with families that all players have their complete uniform kits.

Milestone 2

- **3 Weeks Prior to First Game:** Deadline for all player documentation submissions (birth certificates and headshot photos) to clear GotSport verification.

Milestone 3

- **2-3 Weeks Prior to First Game:** VPs of Girls and Boys Travel will contact all travel head coaches individually, provide a status of each team's rosters, and work with coaches to remedy any outstanding account issues with their team.

Milestone 4

- **1-2 Week Prior to First Game:** Download and print Player ID cards (laminate machine will be available inside Snack Stand).

- **1 Week Prior to First Game:** Print Game Day Roster (GDR) and reach out to opposing coach, if hosting, to provide park details, confirm game day/time, and coordinate kit colors.

- **1 Week Prior to First Game:** MTSA will mail referee fee funds via USPS (unless coordinated otherwise with Treasure)

Additional Workflows

Milestone 1 - 3
Player/Coach Eligibility & GotSport Requirements

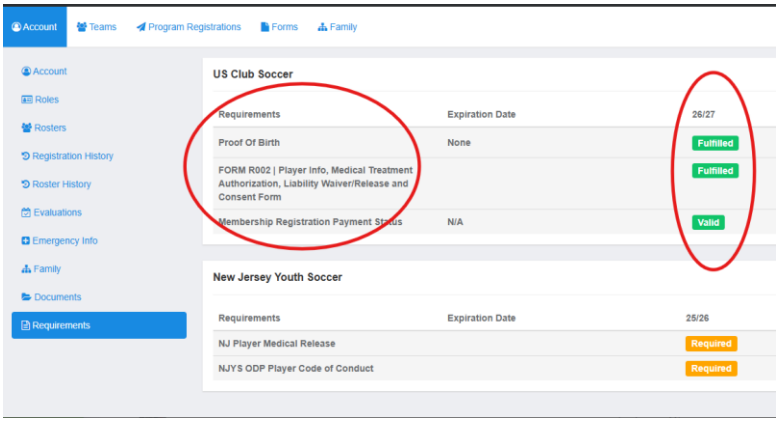
A player or coach is only eligible to step onto the game field if they meet all league and club compliance requirements. Per referee pre-game check rules, **if a player or coach does not have a physical US Club ID card presented at check-in, they cannot play or be on the team sideline during the game. No exceptions.**

Player Eligibility

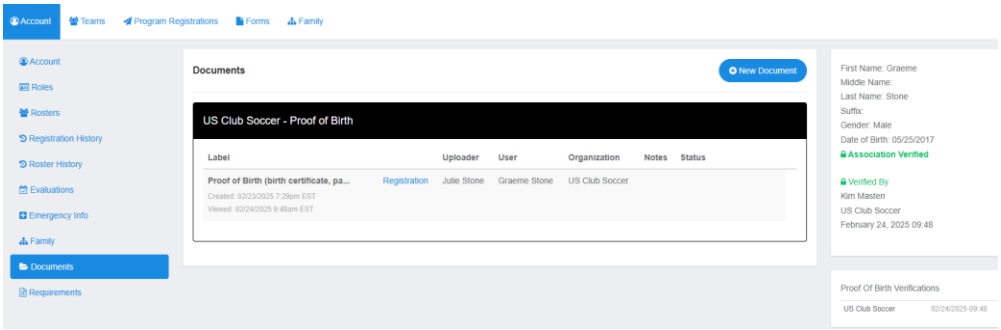
To receive an active US Club ID card, a **PLAYER** must fulfill the following criteria:

- **League-Approved Birth Certificate:** Verified and uploaded into GotSport to confirm age group eligibility. Once uploaded by parent or admin, it needs to be verified internally by a club VP. Once it is verified internally, it will enter the league approval queue. Once approved, the document will section of the player profile will display a green **Association Verified** indicator, as seen below (**1B**).
- **Current Headshot Photo:** A clear, recent headshot uploaded directly to the child's GotSport account.
- **Mantua Registration & Medical Waiver:** Completion of club registration through MTSA, which includes the mandatory medical waiver form.

1A



1B



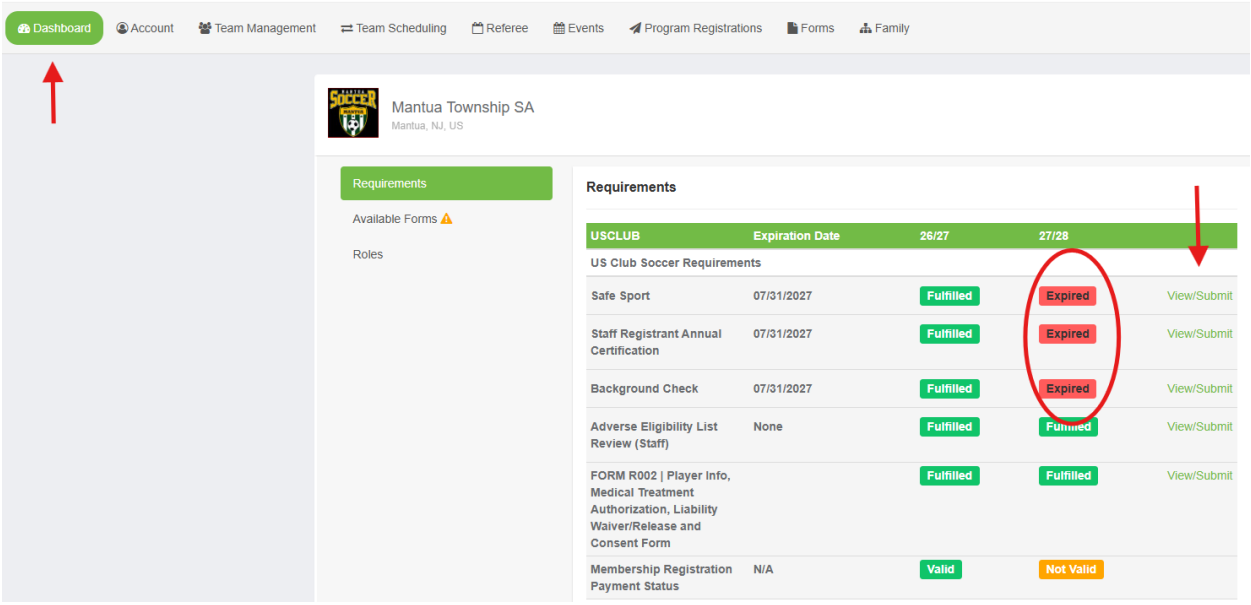
The VPs of the Girls and Boys Leagues at MTSA will reach out and make each head coach aware of which players or coaches are missing requirements. Coaches should reach out and try to get families to submit or complete the required documentation, as soon as possible. Player/Coach cards can not be printed and player/coach names will not appear on Game Day Rosters until all requirements have been met. Some of these requirements, like the birth certificate verification, can take up to 3 days. Coach background checks can take up to one week.

Coach Eligibility

All fees required for the coach's background check will be reimbursed by MTSA. Please visit our website and submit a reimbursement request with a copy of your payment confirmation. New coaches must upload a copy of their completed coaching license to their GotSport profile.

All annual coach requirements are listed in the **Requirements** section in the Dashboard tab of your GotSport profile, as seen below. The line items circled in **RED** are annual requirements, with the background check being every other year. Click on View/Submit link to complete any missing requirement for the current playing year. Once completed and verified by the governing league body, US Club ID cards will be available and coaches will appear on GDRs.

1C



Milestone 4

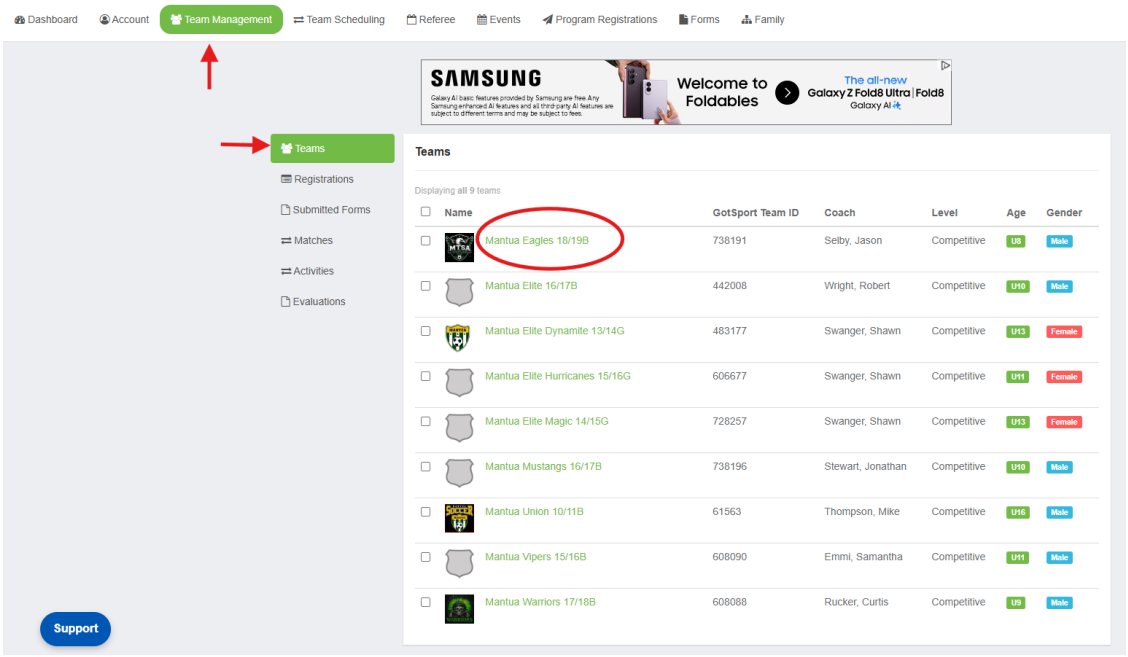
Printing ID Cards and Game Day Rosters (GDR/Match Day Rosters)

Printing US Club ID Cards (players and coaches)

Coaches must present US Club ID Cards for every player and coach on the team sidelines. To download and print official Player ID cards:

1. Log into your GotSport account
2. Navigate to your team management dashboard and select your rostered team.
3. Click on the "Team Management" tab (**4A**)
4. In the Teams menu, select your team. If you coach multiple travel teams, you will see them all listed here (**4A**)
5. Click on the **Rosters** tab (**4B**)
6. Select the league specific current season event that says player passcards (**4C**)
7. Click on the **Documents & ID** tab and select the green **ID Cards** button (**4D**)
8. Your US Club ID Cards should open in PDF format in a new window or ask you to save to your device. Print and laminate the cards if possible. There will be a laminate machine available in the Snack Stand, if needed.

4A



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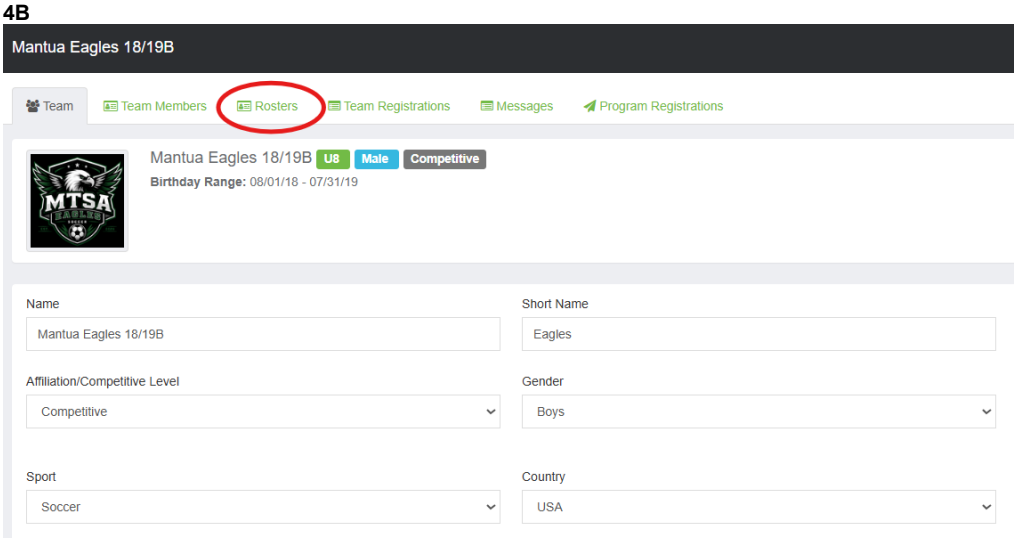
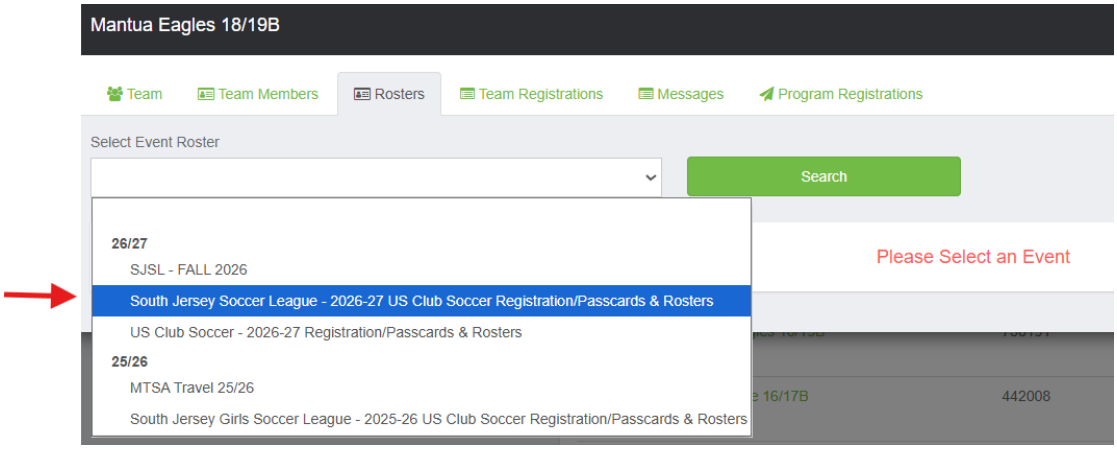
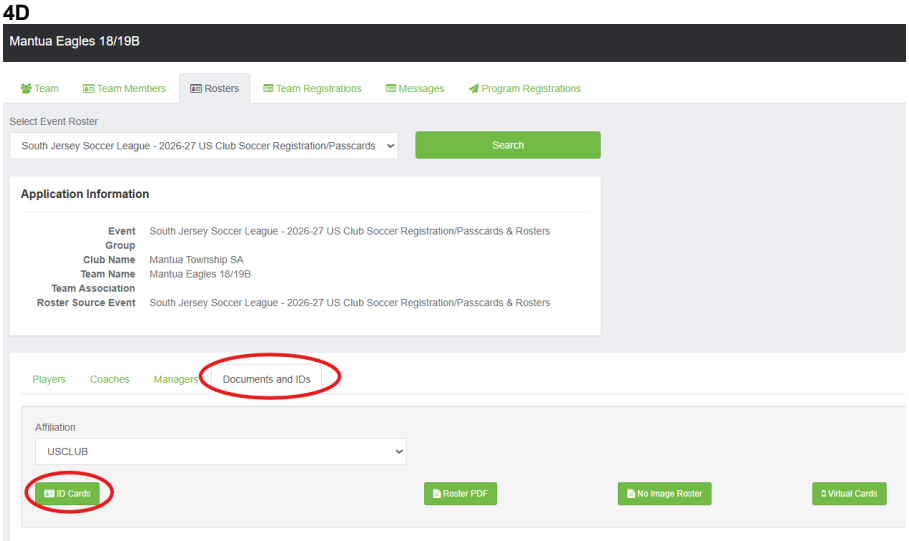


4C



4D

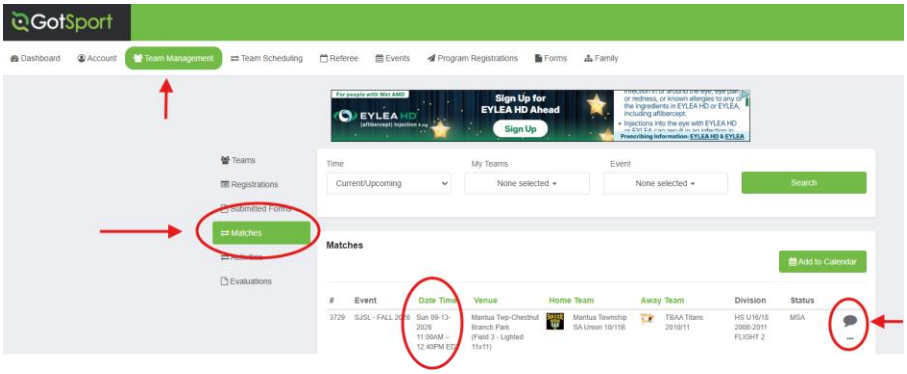


Downloading Game Day Rosters (GDR)

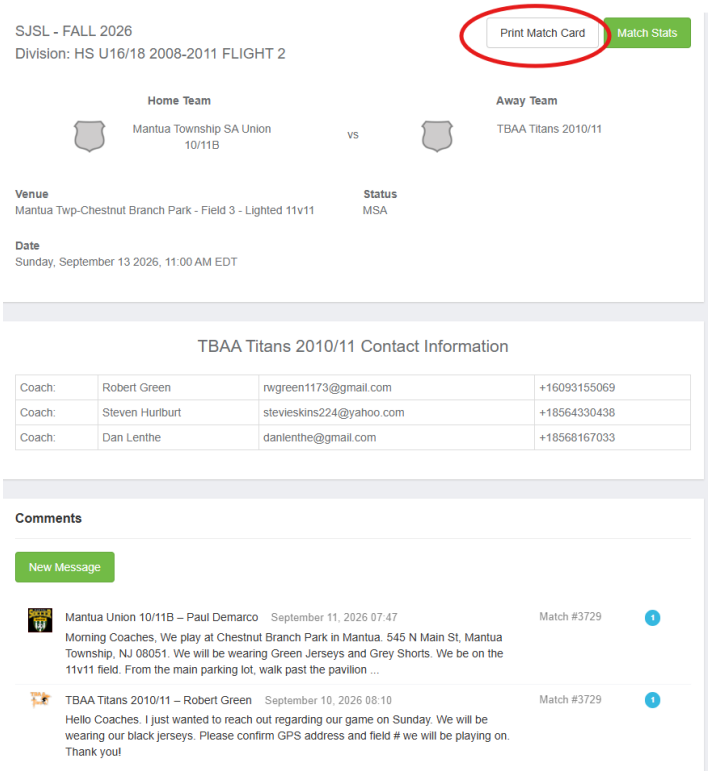
Game Day Rosters are unique for every single match and contain critical game codes required by referees to report final scores. You must present a copy for the referee and will give it to them, along with their ref fee, when they check your team in pre-game. To access your GDR each week:

1. Log into your GotSport account
2. Click on the Team Management tab (**4E**)
3. Select Matches in the left hand menu (**4E**)
4. Confirm Date/Time and select the **text bubble** icon on the right for the specific game you need a GDR for (**4E**)
5. If you are hosting, use the following communication window (**4F**) to send a message to the opposing coach to confirm game date and time, send the address of Chestnut Branch Park, indicate what kit color you intend to wear and any other information you find relevant for an opposing coach coming to the park, possibly for the first time.
6. In this window you will also see a button labeled **Print Match Card** (**4F**) which will ask you to export your GDR (**4G)**
7. Your GDR should list all of the players and coaches you expect to play and coach for your team. (**4H**)

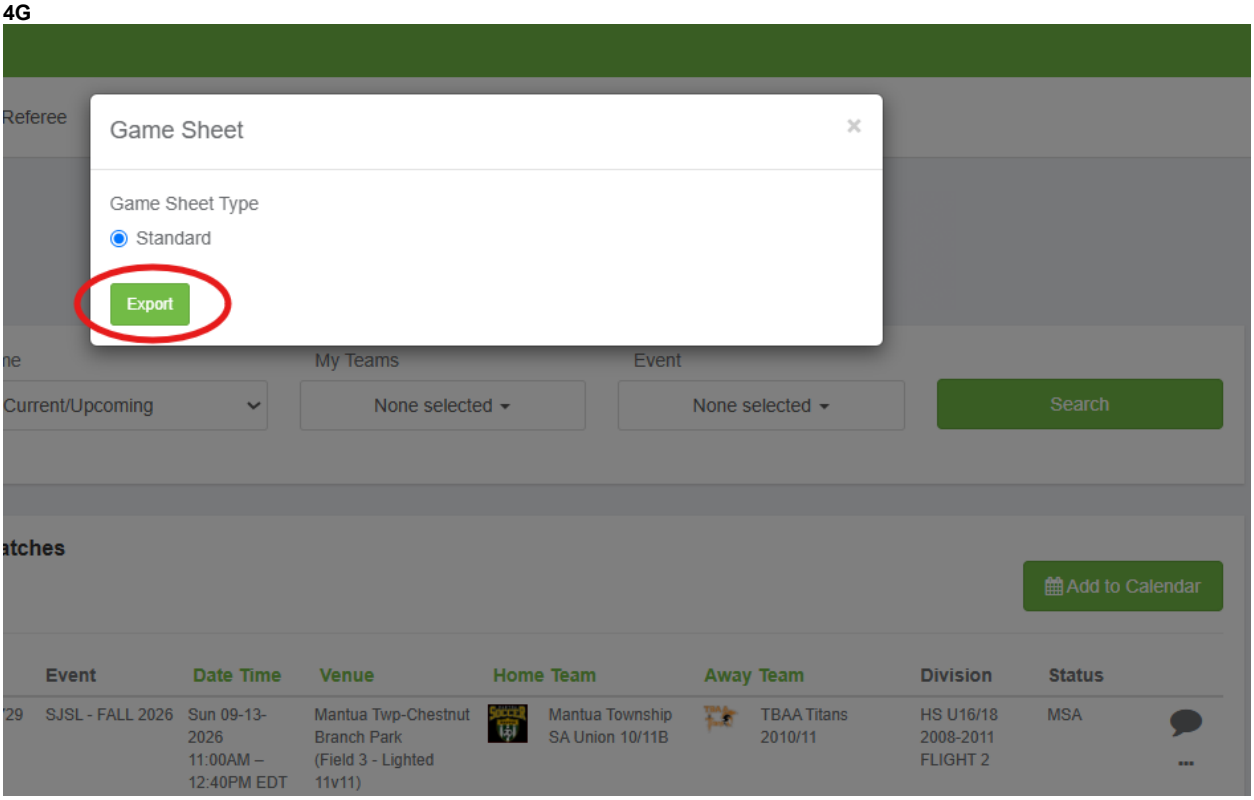
4E



4F


SJSL - FALL 2026
Division: HS U16/18 2008-2011 FLIGHT 2
Print Match Card
Match Stats
Home Team
Mantua Township SA Union 10/11B
vs
Away Team
TBAA Titans 2010/11
Venue
Mantua Twp-Chestnut Branch Park - Field 3 - Lighted 11v11
Status
MSA
Date
Sunday, September 13 2026, 11:00 AM EDT
TBAA Titans 2010/11 Contact Information
Coach: Robert Green rwgreen1173@gmail.com +16093155069
Coach: Steven Hurlburt stevieskins224@yahoo.com +18564330438
Coach: Dan Lenthe danlenthe@gmail.com +18568167033
Comments
New Message
Mantua Union 10/11B – Paul Demarco September 11, 2026 07:47 Match #3729
Morning Coaches, We play at Chestnut Branch Park in Mantua. 545 N Main St, Mantua Township, NJ 08051. We will be wearing Green Jerseys and Grey Shorts. We be on the 11v11 field. From the main parking lot, walk past the pavilion ...
TBAA Titans 2010/11 – Robert Green September 10, 2026 08:10 Match #3729
Hello Coaches. I just wanted to reach out regarding our game on Sunday. We will be wearing our black jerseys. Please confirm GPS address and field # we will be playing on. Thank you!

4G


Referee
Game Sheet
Game Sheet Type
Standard
Export
My Teams
None selected
Event
None selected
Search
Current/Upcoming
Add to Calendar
Event
Date Time
Venue
Home Team
Away Team
Division
Status
SJSL - FALL 2026
Sun 09-13-2026 11:00AM – 12:40PM EDT
Mantua Twp-Chestnut Branch Park (Field 3 - Lighted 11v11)
Mantua Township SA Union 10/11B
TBAA Titans 2010/11
HS U16/18 2008-2011 FLIGHT 2
MSA

4H

SJSL - FALL 2026

system.gotsport.com/scoring
Event Code: 37dd97
Event PIN: 1969

Printed At: 09/12/26 02:19PM EDT

Field: Mantua Twp-Chestnut Branch Park: Field 3 - Lighted 11v11	Date: 09/13/26	Time: 11:00AM EDT
Male U18 - HS U16/18 2008-2011 FLIGHT 2	Game#: 3729	

H	MANTUA TOWNSHIP SA UNION 10/11B		Score:
Coach (Primary)	1402989	Mike Thompson	
Coach (Assistant 1)	1402967	Paul Demarco	

	ID	#	Name	√	Date of	Yellow	Red
1	1573093		[redacted]		05/11		
2	3038249				01/12		
3	1573107				12/11		
4	17616506				08/11		
5	1403077				05/12		
6	1573110				05/11		
7	1403101				07/11		
8	1403134				04/11		
9	1526781				11/11		
10	1403159				04/12		
11	1403170				03/12		
12	1403176				08/11		
13	1565899				04/12		
14	1453435				04/11		
15	1573005				09/12		
16	14065584				10/11		
17	1973627				06/11		
18	6215749				04/11		

Home Goals								Final Score
By #	Min.	By #	Min.	By #	Min.	By #	Min.	

Home Offical Sign

By signing this report you agree all items reported are valid

A	TBAA TITANS 2010/11		Score:
Coach (Primary)	1763835	Robert Green	
Coach (Assistant 1)	2455089	Steven Hurlburt	
Coach (Assistant 1)	988777	Dan Lenthe	

	ID	#	Name	√	Date of	Yellow	Red
1	2454783	2	[redacted]		02/11		
2	2454870	20			12/11		
3	11514925	1			07/11		
4	2454980	14			09/11		
5	2457248	11			06/11		
6	2455088	8			02/11		
7	16617375	27			08/11		
8	2455138	5			10/10		
9	2455145	9			11/11		
10	2455163	10			11/11		
11	17865339	29			05/11		
12	2455330	21			05/11		
13	2456152	17			01/11		
14	2456165	50			07/11		
15	3276154	0			11/11		
16	1686169	16			09/10		
17	17606940	37			07/11		

Away Goals								Final Score
By #	Min.	By #	Min.	By #	Min.	By #	Min.	

Away Offical Sign

By signing this report you agree all items reported are valid

Referees		Grade	USSF ID Number	Instructions/Notes

Match Day Ref Fees Reference

Coaches must bring the correct, exact cash amount for referee fees to every game. Refer to the breakdown below for your respective league:

South Jersey Girl Soccer League - Total for both teams

Division	Duration of Halves	Ball Size	Ref	AR	Single Ref
HS 7v7	2/30 min	5	$60	-	-
I (U17-19)	2/40 min	5	$80	$50	$110
II (U15-16)	2/40 min	5	$80	$50	$110
III (U13-14)	2/35 min	5	$70	$40	$90
IV (U11-12)	2/30 min	4	$60	$30	$80
V (U8-10)	2/30 min	4	$50	$25	$60

Revised: February 17, 2026

South Jersey Soccer League (Boys) - Total for both teams

DIVISION	DURATION OF HALVES	Ball Size	Ref	AR
HS 7v7	2/40 min	5	$90	N/A
I (U17-19)	2/40 min	5	$80 ($120 if single ref)	$50
II (U15-16)	2/40 min	5	$80 ($120 if single ref)	$50
III (U13-14)	2/35 min	5	$70 ($90 if single ref)	$40
IV (U11-12)	2/30 min	4	$60 ($80 if single ref)	$30
V (U8-10)	2/30 min	4	$50 ($60 if single ref)	$25

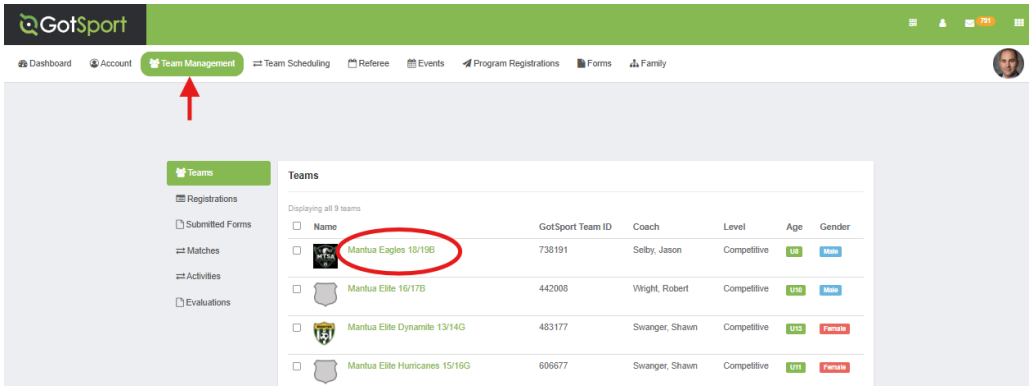
Additional Workflows

Adding a Club Pass Player

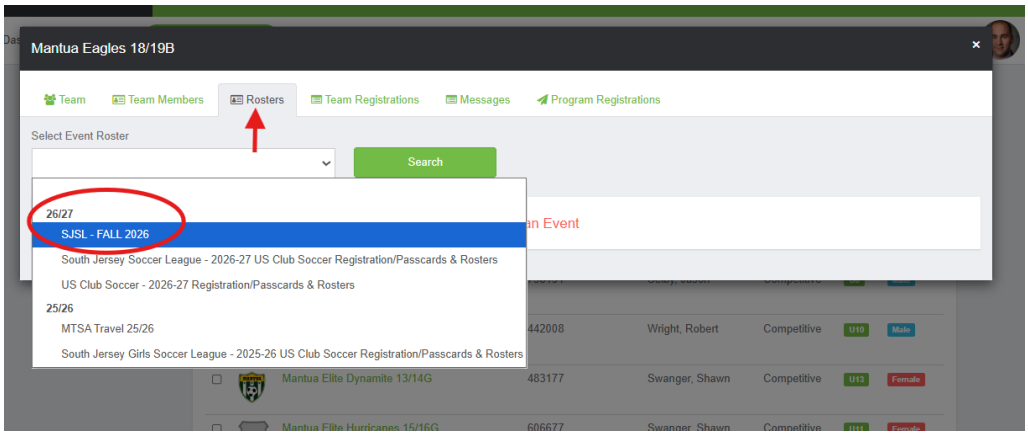
Club pass players are players within your club (MTSA) that can be temporarily rostered to another team within the club. This is different than dual-carding a player, which is when a player can simultaneously play for two clubs, in different leagues, at once (MTSA-SJSL and MatchFit-EDP, for example).

To club pass a player, there are two things that need to be completed:

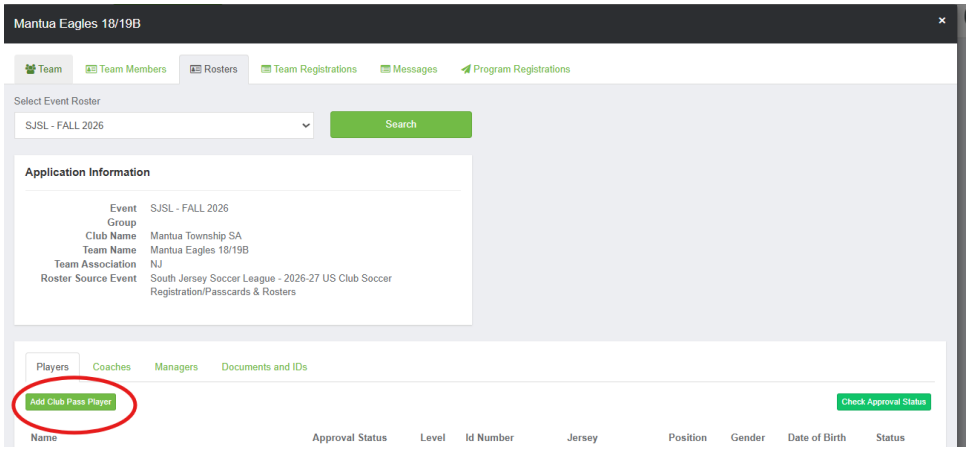
1. **Add player to your teams roster as a club pass player**
    a. Log into your GotSport Dashboard
    b. Go to Team Management and select the team you coach that needs a club pass player added



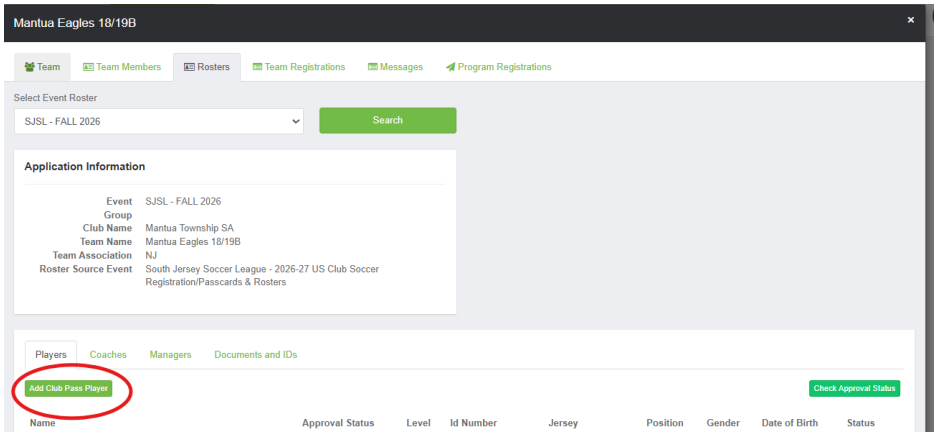
    c. Click Rosters tab and choose the league your team is playing in from the drop-down



d. Click the “Add Club Pass Player” green button above your current roster list

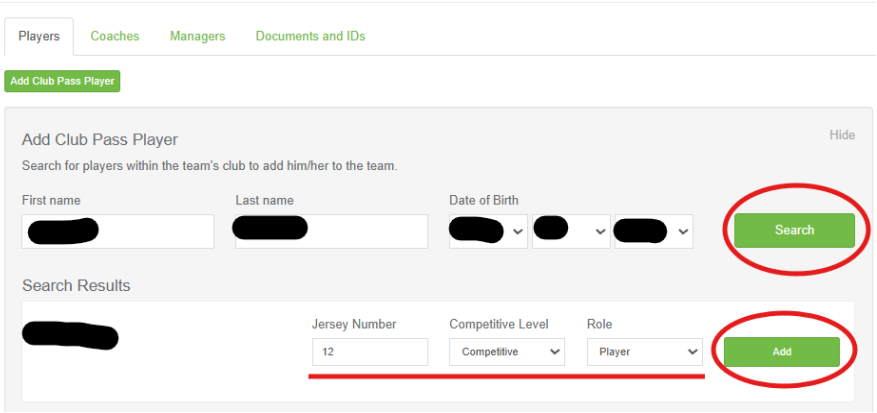


e. Enter the first and last name and birth date of the player you are adding and hit the green “Search” button. If all of the information is correct, the player you are looking to add should appear in the search results



f. Add the player’s jersey number, select the competitive level and the role should be set to “player”. Click the green “Add” button to add the player to your team as a club pass player.

   i. Competitive Level should be set to US CLUB - Competitive in the drop down menu



Dual Carding Players

If a player needs to be dual carded between two clubs, please reach out to your travel VP. Dual carding needs to be approved in writing (email) by both clubs' representatives and the the league (SJGSL or SJSL) and need to be initiated by the Board.