

# Asheville Buncombe Adult Soccer Association

## New Captains FAQ's

### What are my responsibilities as a captain?

1. Attend the captains' meeting in the preseason.
2. Recruit a team of at least 15 players and help them to get registered.
3. Communicate with your players regarding your weekly schedule, cancellations, league news, etc.
4. Bring an up-to-date roster printout to each game.
5. Attend games regularly, and be sure to have team balls and jerseys.
6. After each game, complete a match report on the ABASA website.
7. Be sure that players who have been red-carded sit for the appropriate number of games.

**What should I do if I forget my roster?** Your best bet is to have a player who's running late bring one or to have someone run home and print one if there's a nearby option. To avoid this problem, print several copies of your roster and keep them in your soccer bag.

### Who is my division representative (division rep), and how do I contact them?

Use [this list](#) to determine the name of your division rep. You can send them a message on the website by clicking on the orange text of their name.

**How can I use the free agents list to recruit for my team?** You can access the free agents list at this link, and you can [watch a video about how to use it here](#).

[https://docs.google.com/spreadsheets/d/1\\_A4ix2f7dH1F-R0HAtXgsuSSAPL1dI2I\\_1wqp\\_vL88vM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1_A4ix2f7dH1F-R0HAtXgsuSSAPL1dI2I_1wqp_vL88vM/edit?usp=sharing) The most recently signed up free agents are at the bottom of the list. You can navigate between divisions using the tabs at the bottom of the page.

Once you're on the appropriate division page, please follow the steps below:

1. Scan through the bios (column F) for players that seem to be a good fit for your team and division.
2. Once you've selected a player that you're interested in, you can contact that player directly by email (column C) and/or phone (column D). Reach out to them, introduce yourself, follow up with any questions if necessary to further determine whether they'd be a good fit, and invite them to play on your team.
3. If they accept your invitation, be sure to give them instructions about registering on the ABASA website, and tell them your team name and the league/division.
4. Once they've signed up, contact [flopez@mhu.edu](mailto:flopez@mhu.edu) to get the free agent's name removed from the list.

**If I have a player suffer a serious injury, what should I do?** Be sure to write about the injury in your match report. Let your division representative know so that we can send your player information about supplementary insurance.

### **How can I print my game-day roster?**

1. Visit our ABASA homepage: <http://www.abasa.info/>
2. Find the tab on the top of the page labeled “*Captains*” and choose: “*TeamPass (for Rosters etc)*” from the drop down menu.
3. Log in with your Email and Password. Utilize “*Forgot your password*” if needed.
4. Select the “*My Teams*” option from the list.
5. Find your team name, and click on that link.
6. On the right of the page, you should find a link called “*New Printable Roster*”.
7. Click that link to get a PDF version of your roster, that you can either print or send to a team member to print and bring to your game.

### **Do I have to fill out a match report every game, and how do I do that?**

Yes, every team is responsible for filling out a match report for every game within 48 hours of game time.

1. Visit our ABASA homepage: <http://www.abasa.info/>
2. Find the tab on the top of the page labeled “*Captains*” and choose: “*Match Report*” from the drop down menu.
3. Fill out the form completely and to the best of your knowledge.
4. You will need to add notes at the bottom for the report to be completed.
5. “*Submit Match Report*” on the bottom of the survey.

**What should I do if it's storming at game time?** Occasionally, games will be canceled or postponed for flooding or extreme weather by the board beforehand, but it's very rare and would be communicated to you by your division rep.

- **If it's raining at game time but there is no thunder or lightning** and not a lot of standing water on the field, you will almost definitely play, although it is up to the referee to determine what is safest.
- **If there are storms in the hour or so before game time**, you should probably still plan to play as they often pass quickly. You can always check with your division rep to double check. It is best to have your team there on time so that you can play.
- **If there is audible thunder or visible lightning directly before the game or during the game**, the referee will postpone the game start or pause the game **for 30 minutes**. With every following lightning strike or thunder crash, an additional

**30 minutes** will be added. The referee may have to cancel a game for lightning/thunder eventually based on the game schedule for the field. If your team is not there when the game is called to start, you will forfeit the game.

**What if I'm not going to have enough players for a game?** In an 8-a-side game, you only need to have five players to field a team, so you can play significantly down. However, if you are able to identify this problem early on, please contact your division rep. They will work with you to reschedule if there is enough advance notice, at the discretion of the other team's captain. If a reschedule is not possible, the captain who is not able to field a team will forfeit.

**What happens if someone I don't recruit shows up on my roster?** You can contact them directly to see what the situation is. Sometimes your players will invite their friends to sign up without your permission. If you would like to keep the player on your roster, then go for it. If they don't seem like a good fit for your team, contact the division rep. The division representative will talk to the player and help remove them from your roster. (Note: occasionally reps will add free agents to teams that are not able to meet minimum roster requirements on their own.)

**What should I do if no referee is present at game time?** If the referee is not present at game time, send a message to your division rep immediately. If the team beside you has a referee and they haven't begun play, you can also ask the ref to contact their assigner.

**Do I have to attend captains' meetings?** If you are not able to attend a captain's meeting due to a scheduling conflict, you can send a team representative in your place. It is best for the captain to attend.

**What should I do if one of my players receives a red-card?** Be sure to note the card in your match report. Most red cards require the player to sit out the next game. A violent conduct red card automatically results in at least a three-game suspension.

**What is the card tracker, and how can I use it?** The card tracker is a record of all of a team's yellow and red cards for any given season. You can access it at this link: <https://docs.google.com/spreadsheets/d/1LZj8YQxLnOl2Zsej4lqP6V8mSZa66PGzBQY-USPRMek/edit?usp=sharing> You can use it to keep track of your own team's card count and also to see if the team you're playing has anyone who should be sitting the bench. Feel free to check with the referee before the game to make sure that a suspended player didn't sign in.

**What should I do if I have a sponsor who wants to pay for the entire team?** The easiest and best option is to ask the sponsor to write a check directly to ABASA and to submit it to the division rep or another board member with plenty of time for your team to register before the first game. The ABASA rep will use that check to purchase a VISA gift card for the amount required for each player's ABASA fee and NCASA fee. Then, you can share that card number with your players so that each of them can use it to register. (This process is one of several options. Please check with your division rep or another board member before choosing one.)