



Weather-Related Cup Procedures (Unscheduled Games and Field Closures) and No Referee At Your Game Scenarios

Hello Team Managers, Coaches and Field Coordinators,

Please forward this e-mail to your Home Field Coordinator as soon as possible.

Spring means Cups and Cups mean RAIN and SNOW, sometimes. The purpose of this communication is to provide you information regarding weather-related issues, field closure procedures and what to do if your referee does not show up for your game for your scheduled Cup match.

UNSCHEDULING GAMES (Home Field Coordinators):

If you will be closing your fields due to weather-related issues, first, we ask that you make your decision in the timeliest manner possible. We completely understand that there are always extenuating circumstances - but the sooner you are able to definitively make a decision regarding whether you remain open or not, the more expeditiously we will all be able to get information to the coaches, families and referees. **Two to three hours of notice is always appreciated.**

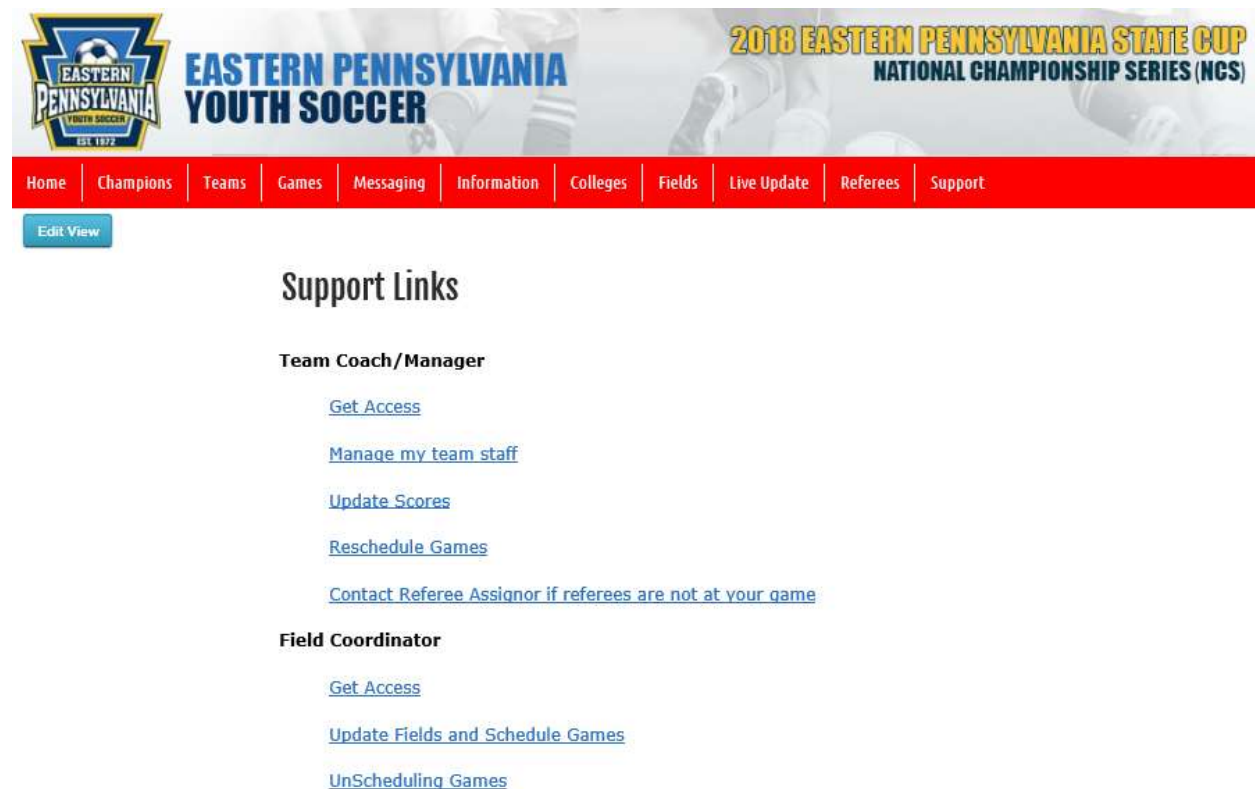
The Referee Assignors and Referees will be checking the schedule pages on game days - especially "iffy" weather days.


Because communication is so important, it is IMPERATIVE that your Field Coordinator "**Unschedule**" your Home Games in the system that are affected by weather-related closures as quickly as possible. When the Field Coordinator "Unschedules" a scheduled Cup game, an automatic e-mail will be sent to the team contacts affected by that game change and an automatic e-mail will also be sent to the referee assignor for that particular

game. The system will assign a fictitious date (June 9, 2018) to the game to remove it from the current weekend. The Home Field Coordinator will be able to update the game to a different time and date (that is NOT within 4 days).

If you do not “Unschedule” your home game, your Team/Club could be responsible for referee fees if a referee crew/referees arrive at your fields expecting a game that has NOT been “unscheduled”.

A tutorial (including screenshots) has been provided on the schedule page under “**SUPPORT**” to assist your Field Coordinator in “Unscheduling” your Home Games. Go to the “**SUPPORT**” Tab to find this tutorial.



 **EASTERN PENNSYLVANIA YOUTH SOCCER** **2018 EASTERN PENNSYLVANIA STATE CUP NATIONAL CHAMPIONSHIP SERIES (NCS)**

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Field Coordinator

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Pulling back a scheduled game

If a game can not be played on it's scheduled date/time, but the new slot for the game is yet to be determined, it can be 'unscheduled', It will be moved out to a particular post-season date which will merely indicate that it's actual date/time/field have not been determined.

Go to the "Club Admin" screen
Scroll down and find the game
Click Update
Click **"Unschedule this game"**

(You can come back to this screen and enter the correct date/time/field on it has been determined.)

Schedule Game

Game: 1254
Division: Under 16 Girls
Home: Abington SC Asteroids Girls 2002
Away: Donegal Lightning Girls 2002
Date: 4/15/2018  [Unschedule this game](#)

Time

Time: 12:02 AM  No Time

Field

Venue: No Field
Field:

VERY IMPORTANT: The **only** time a Home Field Coordinator should update the game information on Game Day is:

1. The game will be postponed to a later date (Unschedulering a Game)
2. The Field of Play is changing to another **local** field (Changing from grass to turf, for example). The field should be reasonably close to the previous field and the time of the game should remain as close to the original kickoff as possible (within 15 - 20 minutes). **THE DATE AND TIME MUST STAY THE SAME** (or within 15-20 minutes of the original kickoff).

If you are **MOVING YOUR HOME GAME TO A DIFFERENT FIELD ON GAME DAY** due to weather-related issues, we ask that **THE HOME TEAM** leaves someone at the abandoned field (where the referees are originally scheduled to be coming to) and remain there until the scheduled kickoff time to redirect the referees (if they show up) to your rescheduled Field. You may update it in the system but **PLEASE** have someone with an umbrella (**OUTSIDE IN THE WEATHER ON THE FIELD**- Not sitting in a car) standing in a conspicuous place (for a referee in a car to see) for 20-30 minutes!

IF A GAME GETS CANCELLED AT THE FIELD BY THE REFEREE AT THE FIELD due to weather-related issues, have your Field Coordinator "Unschedule" your game immediately. Make sure that all referees have arrived and are notified.

Please print off a copy of the current Cup rules and have them available for all Cup games. Instructions for many issues are covered in the current rules or the Cup FAQs.

The responsibility of "Unschedulering Games" belongs to the Home Team's Club Field Coordinator. Reach out to your Field Coordinators if they are going to close your field.

If Referees Do Not Show Up at Your Scheduled Game:

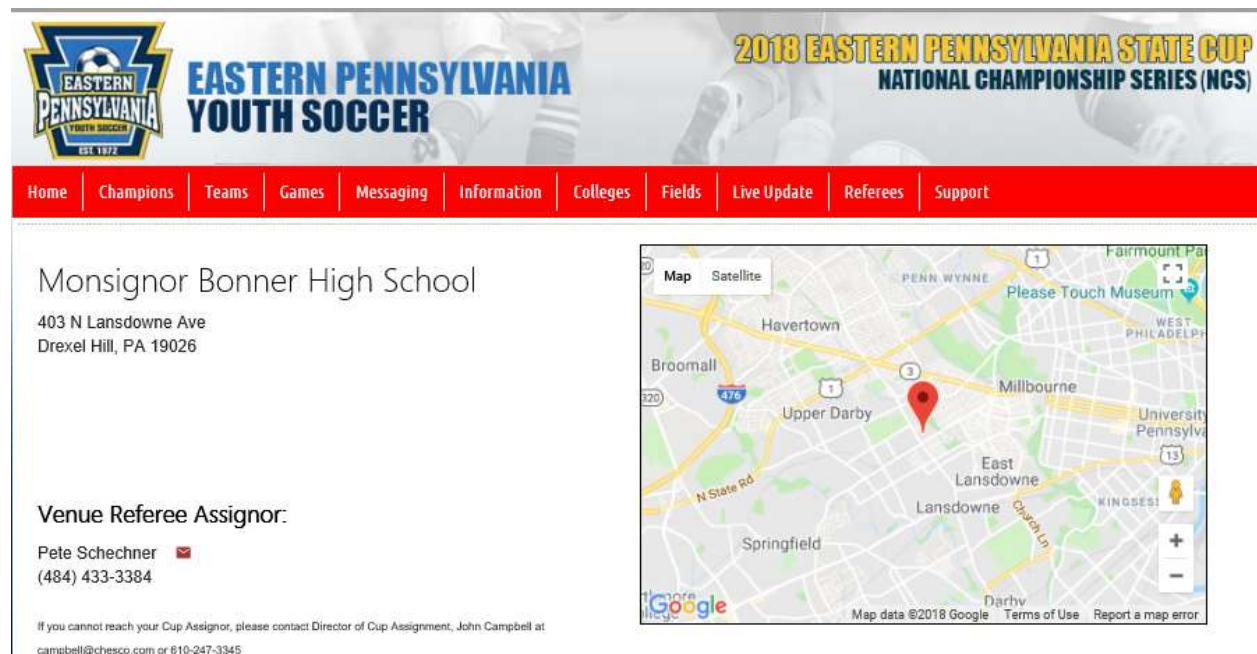
If the referees do not show up at your scheduled game (example below).

Saturday	3:30 PM	 (979 - A001) Lower Merion SC Invictus Boys 2004	<input type="checkbox"/> Under 14 Boys
4/14/2018	Game: 0055	 (997 - A008) HMMS Boys 2004	<input type="checkbox"/> Monsignor Bonner High School
	Quarter Final		

Click on the FIELD (in this case “Welsh Valley Middle School – Field 2”) and it will bring you to the screen below:


The “Venue Referee Assignor” contact information is at the bottom left of the screen below.

- FIRST - Contact the Venue Referee Assignor
- If you cannot reach the Venue Referee Assignor, contact the Director of Referee Assignment – John Campbell. John Campbell’s contact information is located below the Venue Referee Assignor information on the same page.



The screenshot shows the website for Eastern Pennsylvania Youth Soccer. The header includes the logo and the text "2018 EASTERN PENNSYLVANIA STATE CUP NATIONAL CHAMPIONSHIP SERIES (NCS)". A red navigation bar contains links for Home, Champions, Teams, Games, Messaging, Information, Colleges, Fields, Live Update, Referees, and Support. The main content area displays the following information:

Monsignor Bonner High School
403 N Lansdowne Ave
Drexel Hill, PA 19026

Venue Referee Assignor:
Pete Schechner 
(484) 433-3384

If you cannot reach your Cup Assignor, please contact Director of Cup Assignment, John Campbell at campbell@chesco.com or 610-247-3345

On the right side of the page, there is a Google Map showing the location of Monsignor Bonner High School in Drexel Hill, PA. The map includes labels for nearby areas like Havertown, Millbourne, and East Lansdowne, and shows major roads like I-476 and I-13.

THINGS NOT TO FORGET ON GAME DAY:

1. Your player and coach passes (every coach and player on your roster should also have a Player or Coach Pass)
2. Your Game lineups in triplicate - You may print these off from your EPYSA Team Account page in GroupNet. Contact Sheila Molyneaux at 610-238-9966 or smolyneaux@epysa.org.
3. Copies of your State approved roster
4. A copy/print out of the Cup competition rules.
5. Half of the referee fee (fee schedule is in the rules and Cup FAQs www.epysa.org)
6. Medical Releases ARE NOT REQUIRED, however, they are good practice in case of injury.

Good Luck To All!

Kind Regards,
Frank Olszewski
Eastern Pennsylvania Youth Soccer
www.epysa.org