

## **State Cup Email Blast February 2019**

The State Cup Pool Groups and Self Schedule games will be posted on Tuesday, February 19th. You can view them on the [State Cup page](#) of our website. From there, you will look under the Teams and Schedules heading, and once you have clicked the Schedule, you will click the heading of [Schedules and Results](#).

### **Preliminary(Play-In)Games**

Teams who appear on a Group Line that say "Winner of" are considered Preliminary games. All Preliminary(Play In) games must schedule and submit the online referee request form by March 12th and the game must be played by April 12<sup>th</sup>. Do not schedule on the deadline date or there will be no time for a reschedule if it gets cancelled due to weather. The winner of the Preliminary game will advance to the Round Robin portion of the tournament. Any team who is eliminated during a play in game will receive a refund of their entry fee minus \$200.00.

### **Round Robin Self Schedule Games**

All Self Schedule Round Robin games must schedule and submit the online referee request form by March 19th and the game must be played by May 6th. Currently, the self schedule Round Robin game is marked on the schedule with a date of March 1. Once you submit the online referee request form for your game, the ref assignor and Ohio South will both receive a copy of your request. Ohio South will update the game information posted on the website schedule with the date, time, and location that you submitted on the referee request form. It is your responsibility to check both the Ohio South State Cup schedule and the online referee scheduler to make sure both parties received the request. (More info on this below). Once you have submitted your referee request form, please note that there will be no reschedules allowed outside of weather cancellations and/or field closures. Do not schedule on the last play date because there will be no time for reschedules if the game gets cancelled due to weather!

**Playing the Winner of a Prelim Game-**If you are playing the winner of a Preliminary game for your self schedule Round Robin game, please schedule a game with both teams. **Do not wait until a winner has been determined to plan these games.** Please do not submit the referee request form until the winner of the prelim is determined, but make sure the date, time and field are set with each. Teams who are playing the winner of a preliminary game should email [office@osysa.com](mailto:office@osysa.com) by the March 19th deadline to let us know what your play date/location/time is with each team. Once the winner has been determined, then you will need to submit the online referee request form to officially request the referees within 24 hours of the winner being determined.

**How to Schedule a Preliminary and/or Self Schedule Round Robin Game-**The contact list for all teams is posted on the State Cup page of our website. Please contact your opponent to work out a date, time and location. Teams must agree on the date and time of the game. The team listed first is the home team and may schedule at their home facility. The home team is responsible for paying any field rental fees. If the home team agrees to meet at a middle/neutral site, then they should not be expected to pay the full field rental fee. If you are not sure who to contact to schedule fields, start with your club's field scheduling contact. After that, you can contact schools or parks directly. Some teams ask us for contact information for Dayton fields so they can meet in the middle. The Miami Valley Youth Soccer Assn website ([www.mvysa.com](http://www.mvysa.com)) has a list of fields and contacts on their website for the Dayton area.

**How to Schedule Referees** -Once you have scheduled a date, time and location, the home team will need to submit the referee request form. It can be found on the State Cup Q & A page and that page is copied below. If you are playing a Preliminary/Play in Game, please select Preliminary as the game type on the referee request form. If you are playing a Round Robin game, please select Round Robin as the game type. This will notify the ref assignor whether the game needs to end with a winner or can result in a tie. Teams are responsible for splitting all referee fees for the Preliminary and Round Robin self schedule games. Ohio South will pay the referee fees for the Round Robin weekend and the Semis/Finals weekend. Please note that no outside assignors may be used for State Cup games. You must submit the online referee request form provided to request referees for State Cup games.

### **State Cup Information and Q & A (Referee Request Form, Referee Fees breakdown, General Info etc)**

Please see the State Cup Information and Q & A page for all information, including the online referee request form, referee fees breakdown, and procedures if you need to notify the referees of game cancellations/updates.

[http://www.osysa.com/tournaments/state\\_cup\\_information\\_and\\_common\\_q\\_a/](http://www.osysa.com/tournaments/state_cup_information_and_common_q_a/)

**Verifying Referees are Scheduled-** To verify that referees are scheduled for your game, please check the Ref Scheduler under the League Admin section of the link below within 48 hours of submitting the request. This is required in order to double check your ref request was received by the ref assignor and that refs have been requested in the online referee system. Then, check it again 3 days prior to the match to make sure referees have been secured for the game! This will keep you from showing up to your game without any refs present!

<http://www.thegameschedule.com/ohiosouth/>

### **State Cup Documents**

**Event Roster-**You will receive an email from SportsForms with your Team ID and instructions on how to submit your State Cup Documents. Please be sure you include [OSYSA@SportsForms.club](mailto:OSYSA@SportsForms.club) from any anti-spam filters. You will submit an online event roster and player verification form electronically through this system. You will attach your Ohio South approved league roster and the approved league roster(s) of any club pass players you may be using to that SportsForms roster document.

This must be completed a minimum of 5 business days before your first State Cup game. Event rosters are frozen 3 business days prior to your first game, so if you have any changes between the date you submit and the freeze date, please contact the Ohio South office for procedures to edit your event roster. We highly recommend you complete it at least 7 business days prior in case we have to reject the roster due to missing or incomplete info.

We will approve or reject your event roster electronically, and you will receive notification with the approval or rejection (along with what you need to fix before re-submitting). After your event roster has been approved by Ohio South, you will receive an email to go in and sign the event roster. This is the final step. Please do this immediately when you receive the email. We cannot email game cards until the event rosters are signed by both

teams. You will still be able to make changes through the Ohio South office if needed prior to the freeze date.

**Game Report with Event Rosters**-Both approved event rosters will appear on the game report. For Self Schedule games, we will email you a copy of the game report which includes the event rosters for both teams. Both teams should print this game report and bring a copy to the game. One copy will be given to the referee to mark both sets of active players on one sheet. (The second game card is there for backup only.) The winning team (or home team if the game ends in a tie) should retrieve the signed game report from the referee and scan to [office@osysa.com](mailto:office@osysa.com) within 24 hours. Please note that any players used who were not electronically approved on your event roster and electronic game report will result in a forfeit.