

## **Instructions for Scheduling 1<sup>st</sup> and 2<sup>nd</sup> Round State Cup Games**

1<sup>st</sup> Round Games- Must be played on Turf. Games must be played between March 15<sup>th</sup> and April 14<sup>th</sup>. The home team is responsible for securing the field. Teams work together to agree upon the date and time of the match. Once this has been agreed upon, the home team is to email Erik Duffy @ [erikduffy@yahoo.com](mailto:erikduffy@yahoo.com) with a subject line of "First Round Game". The away team's contact **MUST** be copied in on the email. The email should include all the details of the game. Date, time and location (plus physical address of the field).

You must schedule the game at least 72 hours in advance to allow refs to be scheduled for the game. All refs will be scheduled for each game by the State Cup. The state cup will schedule and pay for the refs. You will receive confirmation that your email has been received and the scheduling process has begun. You will also receive a confirmation email to let you know that the game is **OFFICIALLY SCHEDULED**.

The winning team needs to email or text Erik (412-287-6067) within 2 hours of the completion of the match with the final score. Please be clear on the age, gender and teams that played in that game.

2<sup>nd</sup> Round Games- Must be played on Turf. Games must be played between April 15<sup>th</sup> and May 14<sup>th</sup>. The home team is responsible for securing the field. Teams work together to agree upon the date and time of the match. Once this has been agreed upon, the home team is to email Erik Duffy @ [erikduffy@yahoo.com](mailto:erikduffy@yahoo.com) with a subject line of "Second Round Game". The away team's contact **MUST** be copied in on the email. The email should include all the details of the game. Date, time and location (plus physical address of the field).

You must schedule the game at least 72 hours in advance to allow refs to be scheduled for the game. All refs will be scheduled for each game by the State Cup. The state cup will schedule and pay for the refs. You will receive confirmation that your email has been received and the scheduling process has begun. You will also receive a confirmation email to let you know that the game is **OFFICIALLY SCHEDULED**.

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