

# Scheduling Referees/Fields



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## Scheduling and Field Assignments

- **TO START SEASON** VP's will download the home game schedules (all teams/by date) and supply to Assignor for scheduling. Any changes after that, should be managed by Managers directly with Assignor.
- **HOME** games and cup games are scheduled by the **Field/Ref Assignor (Aimee)**.
- **AWAY** games are scheduled by the opposing team's manager.
- Regular league matches should be played on the scheduled dates (Sundays) between noon and 90 minutes before dark wherever possible. Cup games are typically on Saturdays (times will vary based on field availability).
- Typically, all league games are scheduled at 12pm, 2pm and 4pm, however, games may be played outside of these times if: **a)** both teams agree to the day and time and **b)** fields/refs are available.
- All games will be scheduled in a way that optimizes Ref availability. Refs must be scheduled back to back, so all schedules and changes will be made to accommodate.
- **Important Note:** CJSA have mandated that opposing team managers cannot decline games if scheduled during prime time i.e. Sundays @ 12pm, 2pm or 4pm. Also CJSA has stated the opposing team cannot decline a game because their coach has multiple teams and is unavailable. We have the same issue. Both managers should be fair and reasonable to resolve conflicts.
- For schedule change requests, **PLEASE** structure your email Subject Line as follows to help manage requests to Assignor:  
**Team/Date of game/reason (i.e., reschedule, cancel, friendly, cup)**  
**Ex: GU12 Blk/ 4-28 / Reschedule**  
\*\* Aimee will reply with the confirmed location and time of your game \*\*
- Confirmed weekly schedules will be posted to a shared google doc (you will receive link prior to season) by Sunday evening. Please check schedule Sunday evening and contact Aimee with any issues ASAP. Refs are then assigned (Tues/Wed).

## Referee Assignments

- Referees for all Travel, Cup and State games are assigned by the clubs designated **Field/Ref Assignor**. Travel managers will not be required to request refs, the **Field/Ref Assignor** will do this on your behalf.

## Make-up Games

- If an opponent travels to a home team's location and the match is cancelled or terminated, the opponent has the right to compel the home team to travel to the opponent's location for a make-up game. Weekday games should be avoided.

## Cancellation Policy

- Changes/cancellations cannot often or easily be accommodated because of the difficulty in getting referees and/or coaching conflicts
- If canceling a game due to inclement weather, or lack of players notify the **Field/Ref Assignor** ASAP
- If game is cancelled with less than 4hrs notice teams will incur referee costs
- Please work on rescheduling IMMEDIATELY after a cancellation to ensure game schedules are completed and SCOR avoids unnecessary Ref fees

## Game Day -- Referee is late or does not show up

- All officials are confirmed prior to game day. However, if for any reason officials fail to show or are late, the manager can ask the refs finishing up previous game if they can stay (they are not obligated). As a last resort, call/text Assignor's cell for help: (203) 947-9457
- The **Field/Ref Assignor** will attempt to provide alternate cover. In the event the game cannot be covered it will need to be rescheduled. \* **Important** \* - **AR's should not be pressured into taking a CR role** \*.