



REQUESTING REGULAR SEASON, POST SEASON & STATE CUP GAMES

Dear Coaches and Managers:

To facilitate effective and consistent requests and scheduling of your NorCal home games, the following procedure outlines the steps to follow in order to secure a field for games. You are all encouraged to carefully review the steps contained herein so that you fully understand the requirements. If any item is unclear in the procedure please contact the JLYSSL NorCal Match Secretary via email and your questions will be answered promptly.

- ✓ Once the playing league (NorCal) announces their play dates for the current season, the Team Managers shall closely coordinate with their opponents so as to ensure that match dates and times are mutually acceptable, and agreed-upon. "Zero Changes" is the goal for the "home" games schedule.
- ✓ Once the Team Managers have confirmed mutually acceptable game times, they shall submit their team's request for scheduling of "home" games directly to the JLYSSL NorCal Competitive League Match Secretary via the JLYSSL website. Team Managers or the duly assigned official team representative will make requests for "home" games by completing the **JLYSSL Home Games Request Form** which can be located on the JLYSSL website. All required information must be filled out to ensure proper and timely scheduling. **Only requests using the online form are deemed official.** Requests made in any other manner may cause untimely delays in scheduling your "home" games.
- ✓ On the request form you will have options to type in your "preferred" and "alternate" game times, as well as field choices. It is important that you provide at a minimum, two field choices so as to provide the JLYSSL NorCal Competitive League Match Secretary maximum flexibility to accommodate your requests. When inputting your times please note that you must input a fully separate game slot time; for example 9:00 a.m. as your "preferred" time, and 11:00 a.m. for your "alternate" time. What typically does not work is if one input's 9:00 a.m. as their "preferred" time, and then input's 9:30 a.m. as their "alternate" time, as this "alternate" time is still within the allotted time slot game.
- ✓ When requesting your "home" games, please be mindful of key days such as Mother's Day, Father's Day, graduations, proms, religious observed events, SAT testing, etc.
- ✓ All NorCal "Home" games are officially scheduled in My Soccer League (MSL). Once your "home" game is published in MSL, the designated team officials will receive an automated email notification informing you that your game has been "published" which then can be viewed in MSL.



- ✓ Once your “home” games are published in MSL, Team Managers are to update the playing league (NorCal) schedule with the time, date, and location of the match. This shall also occur for any subsequent changes that may take place.
- ✓ Only league-acceptable reasons for games rescheduling will be processed.
- ✓ Should an unexpected change be required after schedules have been officially published, such changes shall be submitted directly to JLYSSL NorCal Competitive League Match Secretary by indicating any such change on a new “Home Games Request Form.”
- ✓ Changes should be submitted **1 week** prior to the requested change, **but in no case any later than the Tuesday (96-hour Rule)** prior to weekend games so as to allow for adequate processing time, and referee reassignments.
- ✓ Makeup game requests due to rainouts or other unforeseen reasons that are requested to be played during the week shall first be coordinated between the respective Club’s Practice Field Scheduler and the JLYSSL NorCal Competitive League Match Secretary. The Club’s Practice Field Scheduler will confirm that space is available at one of the age-appropriate permitted venues. Once confirmed by the Club’s Practice Field Scheduler, the JLYSSL NorCal Competitive League Match Secretary will then schedule and publish the makeup game in MSL to allow for referee assignments. The host Club will ensure that the field is properly outfitted and “game ready.”
- ✓ Any post season tournament or State Cup games to be played by our JLYSSL Club teams on our regional fields will be scheduled by the JLYSSL NorCal Competitive League Match Secretary. Requesting fields for post season or State Cup play will be made using the JLYSSL Home Games Request Form.

RAINOUTS

- ✓ Game Days:
 - Rainouts during weekend game days are officially announced by our parent league, JLYSSL.
 - Rainout Alerts are posted on the JLYSSL website and on the **JLYSSL Rainout Hot Line Number (510) 812-6051.**
 - Rainouts will be announced as early as practically possible, but in no case, later than **7:00 a.m. on game days.**
 - Should steady rain be experienced whereby standing water, or soggy fields are observed, the JLYSSL Field Coordinator, along with the other duly appointed club field representatives may deem it prudent to announce a rainout by Friday evening so that traveling teams can plan accordingly, and not have to make unnecessary trips.
 - It is important to note that although a rainout may be announced on a Saturday, it may not always carry through to for Sunday play. Therefore teams are highly encouraged to check the JLYSSL website regularly and communicate the current field status to your opponents.
 - Rainouts **DO NOT APPLY to all-weather sports turf fields.** Games assigned to these types of fields will be played regardless of rain. **Teams scheduled on all-weather fields are expected to play their game.** Only the assigned referees may



abandon or cancel games on all-weather fields if in the opinion of the Center Ref, the weather conditions pose an unsafe environment to continue the match.

- Any rainout makeup games must be requested by using the on-line "Home Games Request Form" and it should clearly state the originally scheduled game date along with all information requested on the form. Fully completed.

RESPECT FOR OUR FIELDS

We honor the game by showing respect for the rules of the game; the officials who help keep the game safe and orderly, our opponents who keep the game a challenge, our own team, including teammates, coaches and parents. We also show respect to the cities, colleges and schools that make the playing fields available to us, by treating the fields with respect and care. As such it is important that everyone pledge:

- ✓ To leave our pets at home. **Pets are not allowed ANYTIME on ANY FIELDS.**
- ✓ To pick up litter after games and practices (including tiny bits of paper and cellophane, orange peels, tape, unclaimed water bottles, clothing and shoes). It is encouraged that coaches/managers carry with them disposable trash bags and latex gloves to aide in the pickup and disposal of any refuse left on the field by our teams or others.
- ✓ To use any available specially marked containers for recycling aluminum and plastic beverage containers.
- ✓ To empty water bottles on the natural grass but seal up other unfinished drinks for disposal.
- ✓ To carry away any refuse that won't fit in the bins available at the field.
- ✓ To keep glass bottles off the fields.
- ✓ To remove rocks, sticks and other items that could trip a player or fan or that could damage field care equipment.
- ✓ **On all-weather synthetic sports turf fields:**
 - Only water is permitted onto the field.
 - No pets.
 - No gum or sunflower/pumpkin seeds.
 - No food is allowed into the stadium area, including the field, surrounding areas, and grandstands. It is important to note that food and drinks other than water deposited onto the field will develop bacteria that can pose a serious health hazards to players.
 - Players should avoid warming up on the field-perimeter rubberized tracks with their soccer boots at locations such as at College of Alameda or Merritt College. Warm ups on such surfaces if necessary, should be undertaken using tennis type shoes.



- Spectators are to be seated in the designated areas as noted at each venue. Only players, coaching staff, and team managers are allowed to be on the field.
- No folding chairs are allowed into the stadium for spectator viewing. Only approved player collapsible team benches may be brought into the field are to be used by the players and coaching staff.

If you should have any questions or require any further assistance whatsoever you are requested to contact the JLYSSL NorCal League Match Secretary, Nino Borsoni, directly. He can be reached via email at ninoborsoni49@comcast.net.