

1. Home games, scrimmages, friendlies will be scheduled by the team manager and requested through the Field Request Form on the Penn Fusion website.
2. Prior to requesting a field, please reach out to your coach and your opponent to determine date/time frame (A.M. or P.M.) for game.
  - a. PLEASE check availability on the Master Field Schedule prior to submitting a field request to reduce conflicts.
3. Use the Field Request form on our website to request a field.
  - a. Coaches with multiple teams must coordinate game schedules between teams to reduce rework.
    - i. For Coaches with multiple teams, we highly recommend creating a google doc and sharing it with all team managers so they can see overall coach schedule, which will aid in scheduling events.
4. Once the Club has confirmed the game details (date, time, venue) a confirmation email will be sent to the person who requested the field.
5. Once the confirmation email has been received, the game details (Date, time, venue) must be entered into the league software by:
  - a. Central League: The Club (James Morris for Boys, Ian Dawson for Girls)
  - b. APL: Team Manager
  - c. EDP: Team Manager
  - d. State Cup: Team Manager
6. Please confirm that the game details on the Penn Fusion Field Master Schedule match the game details in the League Software.
7. For planning purposes:
  - a. 7 v 7 Fields: U9/U10 Teams: Thornbury Soccer Park 8A, 8B, USTC 1A, 1B, Delacy Soccer Complex 1A, 1B
  - b. 9 v 9 Fields: U11/U12 Teams: Delacy Soccer Complex 5A, 5B, USTC 2A, 2B, Kildares A, B
  - c. 11 v 11 Fields: U13+ Teams: Delacy Soccer Complex 3,4,5, USTC 1, 2, Kildare's Turf, Fellowship Field, Thornbury Soccer Park 1, 2, 3, 4

**d. PLEASE check the master field schedule PRIOR to submitting a field request to reduce conflicts and rework.**

8. If a venue is not in GotSPORT, please contact the Club Administrator and the venue will be added.
9. If a game needs to be changed from an away game to a home game, please contact the Club Administrator.
  - a. In the email request to the Club Administrator please include complete team name, League name, Game number, date of game and opponent name.

**Referee Assignors:**

1. The Referee Assignor is John Campbell. He will receive the game schedule from the Club so there is no need for the team manager to contact him directly.
2. Regularly check the Referee Assignor Site <http://campbell.ccis.net/> to verify that your games were assigned a Referee Crew.
  - a. If the game does not appear on the Referee Assignor Site, please contact the Club Administrator.
    - i. Games usually show up on the site by the Thursday before the weekend of the game.

Questions? Please contact the Club Administrator.