

# SCHEDULING FIELDS

From Matt Shannon, Club Schedule, matt.shannon@spacecoastsoccer.org

## NOTE:

- Practice times on weekday afternoons are 4:30 to 6 / 6 to 7:30 / 7:30 to 9, there is no deviation in these times. Weekends we can be more flexible.
- League games take precedence as do recurring team practices.
- Same day requests are extremely hard to accommodate, please plan ahead.
- Practice in your assigned spot, don't just grab a field.
- Do not send requests like the following: *I/we need a field Saturday.*

## MAKING A FIELD REQUEST

1. All requests need to be sent via email to matt.shannon@spacecoastsoccer.org. Please do not text me field requests.
2. Check the SCU master schedule and see if there are fields available on the day and time you are wanting. There is one schedule for practices and one for games, both are available on our website.
3. Contact me and let me know what you are wanting to schedule, including which specific field and time. Understand this does not guarantee you will get the space.
  - a. Please include which park: VRP, Wickham, Dick Blake or McKnight. 1, 2, 3 etc
  - b. Feel free to suggest alternative days or times
  - c. For scrimmages please include both team names, home team, age, gender and if you need referees. If refs are needed I will schedule them, **do not contact the ref assignor with requests as he will just refer it back to me. This includes copying him on the field requests to me.**
4. The field is not yours until I confirm it, please don't just show up. I will do my best to accommodate all requests and am usually able to get teams what they need

## Lights

Lights at all locations are now done by schedule which I must have in by Wednesday the previous week to the county. I cannot manually turn on the lights. Keep this in mind when requesting a last-minute change.

## Managers – confirm games weekly

Managers - Please confirm you see your game on the master schedule by Tuesday. If you see an error please let me know right away. You do not have to confirm your game unless there is an issue.

## League Game Reschedules

For league game reschedules, contact your league representative.

NPL / BYLS-PL Carol-Ann Zaroogian: [carolann.zaroogian@spacecoastsoccer.org](mailto:carolann.zaroogian@spacecoastsoccer.org)

GCF Mike McGonagle: [mike.mcgonagle@spacecoastsoccer.org](mailto:mike.mcgonagle@spacecoastsoccer.org)

When contacting them, make sure you have specific dates your team is available. I will find your field, you don't need to locate an open field for home game reschedules. There will be times when we do not have fields available.

Please work your schedules and try to work conflicts out early and be mindful that we have limited space that all teams need to use, especially when we need lights. This includes Comp and Rec teams.

If you have any questions please don't hesitate to reach out to me. I do work a Monday - Friday 8-5 job but can usually respond quickly.

Thank you for your help and understanding and I wish you all a great season!

Matt Shannon  
Scheduler