



2020 NCS Cup Scheduling Procedures

General Information:

- Please provide the following information when contacting the Eastern Pennsylvania Youth Soccer office or Director of Competitions regarding your Cup Competition:
 - NAME/CONTACT EMAIL/CELL #
 - CUP COMPETITION/TEAM NAME/CLUB/GENER/AGE GROUP
 - IF REGARDING A SPECIFIC GAME, REFER TO GAME #

Cup Scheduling:

- Every Club/Team needs a Field Coordinator (FC). You may have multiple FC's. Your FC is responsible for managing, scheduling, rescheduling and un-scheduling (Field Closures) your Cup Games. If you do not currently have a Field Coordinator, determine who your FC will be and have him/her register themselves on the SINC site IMMEDIATELY by going to the main schedule page and clicking on the "Support" tab and following the directions. YOU CANNOT SCHEDULE YOUR GAMES WITHOUT A FIELD COORDINATOR.
- Please use the SUPPORT tab on the SINC for a tutorial for Field Coordinators and Team Managers/Coaches – please make sure information is accurate as opponents will contact you.
- The NCS State Cup uses a self-schedule system – Eastern Pennsylvania Youth Soccer will assign a date for your Cup Match, both opponents will determine the time and location.
- All NCS games must be played prior to the next round of games. Any games not played prior to the next round can be recorded as a Double Forfeit.
- All NCS matches MUST be played ON or BEFORE the weekend they are schedule by Eastern Pennsylvania Youth Soccer.
- Go to the TEAMS tab on SINC to find your opponent's contact information. Teams are organized by Age and Gender.
- Reach out to your opponent to negotiate the TIME, FIELD, and confirm the DATE that you will play your Cup match. NCS FIRST ROUND – all teams on the top half of the bracket are HOME and the teams on the bottom are away. Subsequent NCS rounds will follow the Home/Away Cup Procedure.
- HOME/AWAY PROCEDURE: If Team A has hosted a HOME game and Team B has not, then Team B will be the HOME team. If neither team has hosted a HOME game, then the Cup Director will

Flip a coin to determine the home team. If both teams have hosted a HOME game, then the Cup Director will flip a coin to determine the HOME teams.

- When scheduling your NCS match, please consider the travel distance of your opponent. Some teams could travel more than 2 hours for a given match. Be accommodating to your opponent and try to schedule the match to suit the interest of all the players.
- Once you and your opponent have agreed on the DATE, TIME, and FIELD for the match, it is the Home Team's Field Coordinator and Home Team's responsibility to ensure that the game is scheduled in the SINC system by **Monday 5PM** the week leading up to the Cup Match. Once that deadline has passed, your FC will NOT be able to schedule the match.
- If you are playing **during the week**, please consider that your Field Coordinator MUST schedule the game in the SINC system MORE than 7 days in advance of the CUP match. IT is the responsibility of BOTH TEAMS to ensure that the game is scheduled in the system PROPERLY and ON TIME. Failure to do so could lead to Game Change Fees or a Double Forfeit.

Match Day:

- Weather-related information will be provided to you in an upcoming communication. It is the responsibility of the HOME TEAM to make sure that if the game is cancelled/postponed or if the field is deemed unplayable that the game is UNSCHEDULED in the SINC system in as much advance as possible. **FAILURE TO UNSCHEDULE YOUR HOME GAME in a timely manner will result in the HOME TEAM paying the referee fees and/or forfeit fees.**
- If your field is closed prior to the game (due to weather), after your Field Coordinator UNSCHEDULES the game in the SINC system; contact your Referee Assignor (see the Cup Referee Assignor List on the NCS website) as a follow up. If you wish to reschedule the match THAT WEEKEND, understand it is extremely difficult and will probably not be possible. PLEASE CALL YOUR CUP ASSIGNOR TO DETERMINE IF IT CAN BE RESCHEDULED THAT WEEKEND. If the Cup Assignor approves the request, please email the Cup Director the following information:
 - Game Number | Home Team, Age, Gender | Away Team, Age Gender | Game Date, Time, and Field Name/Location
- Please have a copy of the NCS Cup Rules with you at each match. ALL REFEREE AND FORFEIT SCENARIOS ARE INCLUDED.
- Both teams will participate in a Pre-Game handshake in the interest of Respect and Fair Play.
- Referees SHOULD NOT keep player or coach passes even in the case of send off or red cards.

Post-Match:

- The referee is responsible to update the score of the game IMMEDIATELY. The score must be in the SINC system by 11:59PM on the Sunday of the weekend the match was played. Both teams are required to verify the score by that Monday at 11:59PM. Failure to verify the score on the can result in a fine. **ONLY VERIFIED SCORES WILL SHOW AS RESULTS.**

Additional Information and Resources:

- Important Dates Document
 - <https://www.epysa.org/important-ncs-dates/>
- Cup FAQs
 - <https://www.epysa.org/outdoor-cup-fags/>

- NCS State CUP Rules
 - https://www.epysa.org/assets/55/6/2020_ncs_rulesandregs.pdf
- SINC State Cup Website (Schedule)
 - <https://soccer.sincsports.com/TTContent.aspx?tid=STATEPAE&tab=1>

SUPPORT:

- *Field Closure and Game Cancellation*

CONTACT - Home Field Coordinator (to unschedule the game in the SINC system) and the Home FIELD CUP REFEREE ASSIGNOR (use Referee Assignor list on NCS website).

- *Roster Issues / Roster Questions*
- *Accessing your Eastern Pennsylvania Youth Soccer Team Page*
- *Looking up your Eastern Pennsylvania Youth Soccer Team ID*
- *Printing Lineups*
- *Lifting the Roster freeze from your teams after your team has been eliminated or won the competition*
- *SINC Access Issues*
- *Updating Scores*
- *Field Coordinator Access*
- *Team Access Issues*
- *Adding Staff to your SINC Page*
- *Reporting Scores / Score Correction*
- *Locating Opponent's Contact Information*

CONTACT
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- *Game Day Issues*
- *SINC Game Scheduling*

- Red Cards and Misconduct

CONTACT
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- Protests
- Game Day Issues

CONTACT
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