



## CFC Pre-Game Procedures and Referee Information (For **HOME** Games Only)

(Post-game procedures differ among leagues. Follow league procedures on the appropriate website for post-game reporting.)

Prior to each home game you will need to confirm information with your team, opponent and referees. Below you will see the procedures for each home game. (Development Academy - US SOCCER Schedules your referees and has their own contact information.)

The process starts 9 days prior to your home game as that is when the referee schedule goes in for the following week.

### Step 1: Confirm League and CFC Schedules Match

1. Go to your league website and confirm that your home game info matches the Field Schedule info on the CFC website (link below in #2).
2. Confirm your home game on the Continental FC [Field Schedule](#) page. This is found under Administration on the CFC website and is the same schedule used for training info. Find CFC Home Game Schedule tab at the bottom of the spreadsheet. The games are set by date, location and time.
3. If info in Steps 1 and 2 match go to Step 4. If 1 and 2 don't match please contact Peye at [garcia@continentalfc.org](mailto:garcia@continentalfc.org) immediately with detailed information. **Please send request in the following format:** Copy your game line from the field schedule (from column A to J), paste it in an email and make note of any changes or differences that need to be addressed (ex. Game times don't agree on league and CFC sites, 9am vs 2pm.) **Do NOT change any info shown in Columns A-I.** You can write the discrepancy in either the Notes column (J) you have copied into your email or the body of your email itself.
  - a. If you are in the APL WINTER LEAGUE '**SHORT SEASON**', the LEAGUE sets up your games and referees so your game WILL NOT BE IN OUR SYSTEM.
  - b. IF you are in the APL Winter League 'Long Season' you will be in this list unless you have had a game scheduled by Joe or Andrew at YSC (if you have done this, your information will be with JOE and ANDREW).

## **Step 2: Confirm Referees Assigned to Game**

4. **The following task can be performed by Wednesday the week of your game** - Once 1 and 2 above are confirmed please go to Referee Assignor John Campbell's site at the following link and confirm your game is in the system for referees – [Campbell Web Site](#) . Select **A-Combined 2018** on the landing page of the site (currently 4<sup>th</sup> on list) and scroll down to find your game. The page is sorted by Date, Location, and Time. Once confirmed move onto #5. If not confirmed please contact Peye Garcia.
5. Email your opponent (manager or coach) with the following information: Confirmation of game date and time, location (address of fields can be found on our website under Administration-Field Directions), field # and what uniform your team will be wearing (ex: all black). **Note:** Coach/Manager contact info should be available on your league site or on the opposing team's home page.
6. All leagues have game day procedures. Please follow your game day procedures for your particular league.
7. If a referee doesn't show up for the game, please call or text Referee Assignor [John Campbell](#) with the following information. Game number, time, field location and the 2 teams that are playing.
  - a. **Please note that if you have reached this point, the referee assignor is the only person that can be of assistance as he is in direct connection with the referees and has all of the referee's contact information.**
  - b. First please contact referee assignor John Campbell's Game Day CELL PHONE 610-247-3345, Game Day Soccer Line 610-933-1977.
  - c. Second- If phone calls aren't working, please send TEXT MESSAGE TO THE GAME DAY CELL PHONE with the information above.
  - d. Third- If you are at a complex and there are multiple games going on, please look around the complex as there may be a referee that is available to do a game if a ref does not show up.

As we hope that conflicts never arise, we understand that there may be a time when a referee is late or does not show. By following the steps above we can limit those occurrences and enjoy a positive season