



Fall 2026 League Scheduling Meeting: Email Procedures

ALL:

Field charts can be found [here](#). Please remember these charts are not updated live, so use for reference only.

Each chart will be a specific area or complex with listed dates, closures, neutral fields or permission only fields. Tournaments and SAT/ACT dates are also listed on the charts.

If you are the HOME club (your complex) then you do not need permission to schedule a game. If you are two neutral teams then use the white fields, only not the grey fields.

Weeknight games need permission from the Club DOC for HOME games. You need to use 6pm or 7:30pm. Do not use 7pm. We need to stack two games usually to get referees. There are no neutral games permitted during the week on any club practice field. Fridays may be an exception but it is by request.

All game scheduling requests should be sent via email to leagues@scysa.org. DO NOT use PlayMetrics to communicate game scheduling requests.

To submit a game for scheduling via email, please follow this format:

1. SUBJECT LINE: League Name / Match Number (i.e. 14 Open North / Match 45021)
2. BODY OF EMAIL: Date / Time / Location

**You can find game numbers and contact information for opposing teams in Playmetrics.*

1. Send emails with ONLY the required information.
2. Decide which coach will be emailing the request so only one request per game is sent. You can copy the opposing coach on the email for their records.
3. Please don't reply to the email chain saying "thank you" or confirming it was received, it just slows down the process.
4. Multiple games can be sent in one email, but be sure to include the required information for each individual game.

Data entry is slow. Please do not send emails about games that were requested until the schedule is complete. I will send you a message to check your games when it is appropriate to do so.



Once the games are set you will have time to review them for accuracy usually through Labor Day (two weeks). You are responsible to check and confirm your own game schedule once the games are posted.