



EAST BAY UNITED SOCCER CLUB

The Premier Club for Player and Coach Development

FIELD USE PROCEDURES AND PROCESS OVERVIEW

Dear Coaches and Managers:

To facilitate effective and consistent use of our fields, the following procedures overview of steps to secure fields for practices and games, and other club-sanctioned activities is provided herein. You are all encouraged to carefully review the steps contained herein so that you fully understand the contents and the requirements. If any item is unclear in the procedure please contact the Director of Field Operations via email and your questions will be answered.

REQUESTING A FIELD FOR WEEKDAY PRACTICES, SCRIMMAGES, & FRIENDLIES

- ✓ EBUSC Practice Field Scheduler will send out a general notification to coaches and managers that practice requests are open and available to be made by teams for the upcoming season of play.
- ✓ Team Managers or Coaches, or other appointed team official makes request for practice time via the on-line request form found on the EBUSC website.
- ✓ Team Managers and Coaches are strongly encouraged to provide alternate times and locations.
- ✓ Time requests can only be made for the approved time slots. Overlapping practice time slots are generally not allowed, however when more field choices are made available to the Practice Scheduler overlapping time slots may be allowed as field situations permit.
- ✓ It is important to note that practice time slots may vary from field to field.
- ✓ If a team needs to change times, requests are only made to the Practice Field Scheduler.
- ✓ Teams are not allowed to secure time on their own without first consulting and receiving approval of the Director of Field Operations. Any field pursued independently shall be brought to the attention, and deemed usable, by the Director of Field Operations after confirming that all required permits and insurance documents have been secured prior to ANY TEAM taking the field.
- ✓ The Master Practice Assignment Schedule will be updated and posted on the EBUSC website. It is recommended that Team Managers and Coaches regularly check the EBUSC website to ensure that they always have the latest schedule updates.

REQUESTING A FIELD FOR EBUSC-SPONSORED SUMMER CAMPS

- ✓ EBUSC Coaching Directors will work closely with Director of Field Operations to secure fields for EBUSC-sponsored summer camps.
- ✓ EBUSC Coaching Directors on their own may identify potential fields for summer camps and coordinate closely with the Director of Field Operations to ensure proper permitting is attained.
- ✓ Once a field or fields are identified as available to host the summer camps, the Director of Field Operations will secure all necessary certificates of insurance, additional insured, endorsement letters, and hold harmless letters (if required) and submit to city or school agency responsible for the site. Once the Director of Field Operations has secured the use permit, a copy will be provided to the Coaching Directors for their records. Coaching



EAST BAY UNITED SOCCER CLUB

The Premier Club for Player and Coach Development

Directors shall ensure that they always have a copy of the permit on hand when taking the field.

REQUESTING A FIELD FOR EBUSC-SPONSORED COACHING CLINICS/JR. ACADEMIES

- ✓ EBUSC Coaching Directors will work closely with Director of Field Operations to secure fields for EBUSC-sponsored coaching clinics and Junior Academies.
- ✓ EBUSC Coaching Directors on their own may identify potential fields for coaching clinics/academies and coordinate closely with the Director of Field Operations to ensure proper permitting is attained.
- ✓ Once a field or fields are identified as available to host the coaching clinics, the Director of Field Operations will secure all necessary certificates of insurance, additional insured, endorsement letters, and hold harmless letters (if required) and submit to city or school agency responsible for the site. Once the Director of Field Operations has secured the use permit, a copy will be provided to the Coaching Directors for their records. Coaching Directors shall ensure that they always have a copy of the permit on hand when taking the field.

REQUESTING A FIELD FOR EBUSC ANNUAL TRYOUTS

- ✓ EBUSC Tryouts Coordinator will work closely with Director of Field Operations to secure fields for EBUSC annual tryouts, and will provide the tryouts dates and times for each age group to the Director of Field Operations.
- ✓ The EBUSC Tryouts Coordinator will communicate any special requirements for the tryouts to the Director of Field Operations.
- ✓ Once fields are identified, the Director of Field Operations will ensure that proper permitting is attained.
- ✓ Once a field or fields are identified as available to host the annual tryouts, the Director of Field Operations will secure all necessary certificates of insurance, additional insured, endorsement letters, and hold harmless letters (if required) and submit to city or school agency responsible for the site. Once the Director of Field Operations has secured the use permit, a copy will be provided to the EBUSC Tryouts Coordinator.
- ✓ Rainouts shall only be officially announced by the Director of Field Operations. The Director of Field Operations will secure all-weather sports turf fields as necessary as supplemental or emergency back-up sites for the tryouts so as to not cause any untimely delays of the tryouts.
- ✓ The Tryouts Coordinator and its crew will ensure that the tryouts site is left clean a free of all litter and trash. Excessive trash will be removed off-site as deemed necessary.

REQUESTING REGULAR SEASON “HOME” GAMES AND POST SEASON GAMES TO BE SCHEDULED

- ✓ Once the playing league announces their play dates for the current season, the Team Managers shall closely coordinate with their opponents so as to ensure that match dates and times are mutually acceptable, and agreed-upon. “Zero Changes” is the goal for the “home” games schedule.



EAST BAY UNITED SOCCER CLUB

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- ✓ Once the Team Managers have confirmed mutually acceptable game times, they shall submit their team's request for scheduling of "home" games directly to the EBUSC Competitive League Match Secretary via the EBUSC website. Team Managers or the duly assigned official team representative will make requests for "home" games by completing the **EBUSC Home Games Request Form** which can be located on the EBUSC website. **ALL** required information must be filled out to ensure proper and timely scheduling. Only requests using the online form are deemed official. Requests made in any other manner will not be processed and will cause delays in scheduling your "home" games.
- ✓ When requesting your "home" games, please be mindful of key days such as Mother's Day, Father's Day, graduations, proms, religious observed events, SAT testing, etc.
- ✓ "Home" games are officially scheduled in My Soccer League (MSL). Once your "home" game is published in MSL, the designated team officials will receive an automated email notification informing you that your game has been "published" which then can be viewed in MSL.
- ✓ Once your "home" games are published in MSL, Team Managers are to update the playing league (NorCal, etc.) schedule with the time, date, and location of the match. This shall occur for any subsequent changes that may take place.
- ✓ Only league-acceptable reasons for games rescheduling will be processed.
- ✓ Should an unexpected change be required after schedules have been officially published, such changes shall be submitted directly to EBUSC Competitive League Match Secretary by indicating any such change on new "Home Games Request Form."
- ✓ Changes should be submitted **1 week** prior to the requested change so as to allow for adequate processing time, and referee reassignments.
- ✓ **Please be keenly aware of the JLYSSL Late Cancellation Policy for games cancelled less than 96-hours from game times. Fine is currently \$250 and shall be assessed against the home team. If your opponent cancels, it is up to the home team to pay the fine to JLYSSL and to attempt to collect from your opponent.**
- ✓ Makeup game requests due to rainouts or other unforeseen reasons that are requested to be played during the week will be coordinated between the Practice Field Scheduler and the EBUSC Competitive League Match Secretary. The Practice Field Scheduler will confirm that space is available at one of the age-appropriate permitted venues. Once confirmed by the Practice Field Scheduler, the EBUSC Competitive League Match Secretary will ensure that the field is properly outfitted and "game ready." The makeup game will be scheduled and posted in MSL to allow for referee assignments.
- ✓ Any post season tournament or State Cup games to be played by our EBUSC teams on our regional fields will be scheduled by the EBUSC Competitive League Match Secretary. Requesting fields for post season or State Cup play will be made using the EBUSC Home Games Request Form.
- ✓ It is also important to note that during our main seasons of play, or post-season play, our designated field stewards may setup a field in "game-ready" mode on Friday afternoons. Those teams holding their practices on Fridays should be mindful and attentive if a field is setup in its "game-ready" mode. A "game-ready" field is a field where both goals are in their proper locations, and anchored, and where all four corner flags are in place. Should you observe that a field is in a "game-ready" configuration, it is highly encouraged that those teams practicing on Fridays do not disrupt any "game-ready" field. Should a team feel compelled to move goals for specific practice regimens, it is acceptable to do so, with the understanding that once practice has been completed, the team(s) will return all goals and flags in their "game-ready" positions and shall ensure that goals are properly anchored.



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RAINOUTS

✓ Game Days:

- Rainouts during weekend game days are officially announced by our parent league, JLYSSL.
- Rainout Alerts are posted on the JLYSSL website and on the **JLYSSL Rainout Hot Line Number (510) 812-6051.**
- Rainouts will be announced as early as practically possible, but in no case, later than **7:15 a.m. on game days.**
- Should steady rain be experienced whereby standing water, or soggy fields are observed, the JLYSSL Field Coordinator, along with the other duly appointed club field representatives may deem it prudent to announce a rainout by Friday evening so that traveling teams can plan accordingly, and not make wasted trips.
- It is important to note that although a rainout may be announced on a Saturday, it may not always carry through to the Sunday play. Therefore teams are highly encouraged to check the JLYSSL website regularly and communicate the field status to your opponents.
- Rainouts **DO NOT APPLY to all-weather sports turf fields.** Games assigned to these types of fields will be played regardless of rain. **Teams scheduled on all-weather fields are expected to play their game.** Only the assigned referees may abandon or cancel games on all-weather fields if in the opinion of the Center Ref, the weather conditions pose an unsafe environment to continue the match.
- Any rainout makeup games must be requested by using the on-line "Home Games Request Form" and it should clearly state the originally scheduled game date along with all information requested on the form. Fully completed.

✓ Weekday Practices:

- The EBUSC Director of Field Operations will make the official field closure announcement given the actual reported conditions of EBUSC fields used.
- Practice field weekday rainout closures will be posted on the EBUSC website.
- Rainout announcements will be made as soon as reasonably possible but in **no case any later than 1:30 p.m. that day.**
- Should a coach find themselves out on a field when its start to rain, the coaching staff is strongly urged to use good judgment and care to call off their practice to ensure that the fields are not damaged nor any player's safety and well-being is jeopardized.
- All-weather fields typically will remain open if you are scheduled to practice on such a field.



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RESPECT FOR OUR FIELDS

We honor the game by showing respect for the rules of the game; the officials who help keep the game safe and orderly, our opponents who keep the game a challenge, our own team, including teammates, coaches and parents. We also show respect to the cities, colleges and schools that make the playing fields available to us, by treating the fields with respect and care. As such it is important that everyone pledge:

- ✓ To leave our pets at home. **Pets are not allowed ANYTIME on ANY FIELDS.**
- ✓ To pick up litter after games and practices (including tiny bits of paper and cellophane, orange peels, tape, unclaimed water bottles, clothing and shoes). It is encouraged that coaches/managers carry with them disposable trash bags and latex gloves to aide in the pickup and disposal of any refuse left on the field by our teams or others.
- ✓ To use any available specially marked containers for recycling aluminum and plastic beverage containers.
- ✓ To empty water bottles on the natural grass but seal up other unfinished drinks for disposal.
- ✓ To carry away any refuse that won't fit in the bins available at the field.
- ✓ To keep glass bottles off the fields.
- ✓ To remove rocks, sticks and other items that could trip a player or fan or that could damage field care equipment.

- ✓ **On all-weather synthetic sports turf fields:**
 - Only water is permitted onto the field.
 - No pets.
 - No gum or sunflower/pumpkin seeds.
 - No food is allowed into the stadium area, including the field, surrounding areas, and grandstands. It is important to note that food and drinks other than water deposited onto the field will develop bacteria that can pose a serious health hazards to players.
 - Players should avoid warming up on the field-perimeter rubberized tracks with their soccer boots at locations such as at College of Alameda or Merritt College. Warm ups on such surfaces if necessary, should be undertaken using tennis type shoes.
 - Spectators are to be seated in the designated areas as noted at each venue. Only players, coaching staff, and team managers are allowed to be on the field.
 - No folding chairs are allowed into the stadium for spectator viewing. Only approved player collapsible team benches may be brought into the field are to be used by the players and coaching staff.