



Montgomery Travelers Soccer Club

How to be the Club Scheduler

Updated: 07/17/2021 rjs

Role Description: Schedules fields and referees for MTSC travel home games. Coordinates with Team Managers, Director of Coaching, Township Liaison (President), and League Ref Scheduler.

Time Commitment: Season Setup (August for Fall and March for Spring): ~8 hours each; Weekly During Season: ~1 hour per week

SEASON SETUP:

- You will need to consolidate all the home games into the Home Schedule (Spring or Fall), one of the tabs on the Travel Info document which is on the Club's Google Drive where all the Team Managers have access to it. You don't need to do anything about Away games; these are the responsibility of the home club to schedule.
- The President will update the Info tab of the document with all of the teams, along with their leagues, flights, game lengths, block times, usable fields, coaches, and Team Manager contact information.
- Most teams participate in the Mid-New Jersey Youth Soccer Association (MNJYSA) league. One or two may participate in the Eastern Development Program (EDP) leagues, plus we may sign up for New Jersey Youth Soccer (NJYS) State Cup games. All 3 of these are sources for home games that will need to be scheduled. These are posted by the leagues about 2 weeks before the season begins in Fall and Spring (so, about Sep 1 for Fall and Mar 1 for Spring), and later for the State Cups. The leagues notify the Club President and Team Managers when they are posted; someone should forward you this notification, or you can go to the websites and check for yourself.
- As soon as possible after these are posted, you will need to go to the 3 websites and extract our team's schedules from them. Usually, these can be downloaded into an Excel file. Links:
 - MNJYSA: To access schedules, go to [MNJYSA](#) and click on the current season at the top.
 - EDP: <https://www.edpsoccer.com/edpleague> Click on the button for the season you want to see. Go to the age group and flight and click on "Schedule".
 - State Cup: <http://www.njyouthsoccer.com/home.php?layout=10021909> Note that Cups are only held for U11-14 teams in the Fall, and only U15-18 in the Spring. So only a few teams each season will have Cup games. There are 3 levels of Cup Games; we generally register teams for only the lowest (Commissioners Cup) or middle (Presidents

Cup) one. Since these are knockout tournaments, you will only see the first match for each team. You will schedule these (if home), then, if the team wins, you will add the next game (if home), etc.

- Next, you must consolidate all the home games onto the Home Schedule tab, and assign proposed times and fields to the games.
 - First, load all of the games / dates (assume Sunday) / opponents / game info etc. Recommend you maintain the format where there is a thick green line between weeks.
 - Then, assign fields and times. If possible, stick to the fields that have been reserved (as shown on the Twp Field Res tab). If you need another field for a given day, notify the Township Liaison (usually the President) so he can reserve another field. We pay only \$ 10/day per field, so the expense is not an issue.
 - For times, follow the block time rules at the bottom of the sheet. Generally, we are trying to make life easiest for the referees, so they can come to the fields and ref back-to-back games without a lot of downtime, and not have more refs coming to the fields than necessary due to a lot of games being played at the same time. Usually you can make this work, sometimes you can't.
 - Same for the coaches. Since coaches may have away games the same day, it helps if their home games are scheduled close together (but with enough time between to allow them to do a post-game debrief then go over and do a pre-game warmup for the next team.
 - Label all the games as "Proposed"
- Send an email to the board (board@montgomerysoccer.org) and Director of Coaching (doc@montgomerysoccer.org) to let them know you've updated this and ask for feedback / check for mistakes / etc.
- Once you have feedback (but no later than a day or 2), email to managers@montgomerysoccer.org the link to the Travel Info sheet and ask them to contact their opponents and confirm games.
- Managers will email you, confirming your proposed time, or asking for another one.
 - If confirming, email back with a clear confirmation (repeating the day, date, time, and field), and change the Status on the spreadsheet to "Mgr Confirmed"
 - If a request for a new time, look at the current schedule and see what you can do. In some cases, you may want to reschedule another game if that manager hasn't gotten back to you yet. But do that sparingly, and always check with that other manager before offering this... the other manager may already be communicating with their opponent. Some opponents are more flexible than others; use your judgment as to when to push back and when to suboptimize the schedule (for example, needing to use another field or forcing another set of refs to come).

WEEKLY DURING SEASON:

- Sunday evening: Change the status of that weekend's games to "Played" (unless you know otherwise).

- Sunday evening: Send an email out to managers, asking them for re-confirmation of the following weekend's games. Copy that week's home schedule into the email to make it easier for the managers to see easily.
- Monday/Tuesday: Make any changes necessary based on confirmation emails. (You may also need to add 2nd or 3rd round Cup games, or playoff games at the end of the MNJYSA Spring season)
- Tuesday evening: If any managers have not responded, ping again.
- Wednesday evening (before 8pm): Send an email to the League Ref Scheduler (currently Rodney Zimmerman, refroda11@verizon.net) with the schedule for that weekend. Then change the game status to "Ref Confirmed" (Rodney has never failed to staff a game in my experience). You will be cc'd on emails between Rodney and the refs confirming their schedule. You don't need to do anything with these.
- Thursday – Saturday: Occasionally, you will get an email from a Team Manager saying that an opponent has made a last-minute request to change a game time or date. In that case, you'll need to email Rodney to ask him if he can support it (if a change in time) or let him know the game is off that weekend (if a change in date). This is bad etiquette on the part of the opponent; do your best, but don't stress if you can't make it work.
- Saturday morning: If the fields are closed due to weather (watch your email), and there are home games scheduled that day, you must notify Rodney (cc the refs) by 8am. Change the status of games to Postponed.
- Sunday morning: Ditto.
- If there is a rainout, you will start getting emails with requests for new dates and times. Again, do the best you can. When rescheduling, move the game information from the old weekend into the new weekend, and change the date. In the Note column, make a note that this is a postponement from the earlier date. Change the status to Proposed or Mgr Confirmed as appropriate.

Weeks 9, 10, and Playoffs:

- Review the whole season's schedule. Are there any postponed games that have not been rescheduled yet? Ping the Team Manager.
- If it looks like we will need more fields for those weekends, contact the Township Liaison (President) to make that happen.
- As a last resort late in the season, a Team Manager may request that a game be played on a weekday evening (usually the same time as their practice). This is OK, but you have to ask Rodney in advance if he has any refs available before confirming the game. Note that this only works in the Spring; sunset is way too early in the fall to make this work.
- Sometimes, a Team Manager will say that an opponent is being difficult in agreeing to a time. In that case, you should revert to the [league rules](#): We must offer 3 reasonable final time alternatives to choose from; if the opponent cannot make them, they forfeit. So you will need to agree with the Team Manager on those 3 times before they are offered... we can't offer 3 times, and then the Team Manager says he can't make 2 of them. DO NOT start communicating

with the opponent directly. Leave that to the Team Manager. The Team Manager will escalate to the President if need be.

- At the end the Spring season, if a team wins their MNJYSA flight, the team manager will be notified that a playoff game needs to be scheduled, often within just 2 days. Rodney understands this, so as soon as you get the request from the team manager, get that request to Rodney.