

**MONTGOMERY TRAVELERS SOCCER CLUB**

How to be a Team Scheduler

UPDATED: 06/20/22 rjs

ROLE DESCRIPTION: You’ll coordinate with opponents, coach and Club volunteers to make sure games happen, and parents to make sure they’re informed.

TIME COMMITMENT: Season startup: 16 hours total. Weekly during season: 30 mins per week.

SEASON STARTUP:

This is the most time-intensive part of the year: August - September for the fall season, and March for the Spring season.

* In early August, get familiar with things:
	+ Go to this link: [MTSC 2021-22 Travel Info](https://docs.google.com/spreadsheets/d/1TxRJI22dJHpXC-CfpLpEpjbUu1VK7RsAcIHlj33wiAE/edit#gid=1224976727) . Here, you’ll find all the info about your team, and contact info for the other team managers and Club volunteers, in case you have questions.
	+ Go to this link: [How Tos for Managers and Volunteers](https://www.montgomerysoccer.org/Default.aspx?tabid=1051506) You’ll find instructions for many of the tasks shown in this document. Browse through them so you know what’s available to you.
	+ Go to this link: [MNJYSA website](https://www.mnjysa.org/). Click on Resources, then League Documents. Here, you’ll find the [MNJYSA Handbook](https://cdn4.sportngin.com/attachments/document/3c36-2196647/MNJYSA_Handbook_093019.pdf#_ga=2.44072100.1415571661.1626524551-842865610.1616190722), which lists all the official rules for the league. You don’t need to memorize this, but it’s handy to refer to if you have a question.
	+ The Club webmaster will send you a link to your team account on GotSport. Be sure that you can log in, and you can see all of your players on the roster. Check that your contact information is correct.
* Schedule games with opponents:
	+ You will use the Chat function in GotSport to coordinate with opponents. Instructions are posted at: [How Tos for Managers and Volunteers](https://www.montgomerysoccer.org/Default.aspx?tabid=1051506). Some clubs are not tech-savvy and will prefer to schedule with you by phone or email. This is OK, but you should document anything you agree to with a followup Chat message in GotSport.
	+ About 2 weeks before the start of the season (about Sept 1 and March 1) the league will publish the league schedule (date, home team, and away team, but no start time). You’ll get an email from the Club’s league rep when this happens. Typically, you’ll play each opponent twice: once home and once away.
	+ (SPRING ONLY): If you’ve been scheduled for a home game before April 1, Immediately chat to your opponent to request that you swap home/away dates. Our fields do not open until April 1 (and sometimes later if March is cold). When the opponent agrees, immediately let the Club Scheduler know the new home date so (s)he can add it to the home schedule.
	+ Immediately load all 10 games into TeamSnap with TBDs for date and away locations (assume any swaps in the spring will be agreed to). This gives parents as much notice as possible which weeks will be home and which away.
	+ A few days later, the Club Scheduler will give you proposed game times and field assignments for your home games. These times have been coordinated so our coaches (who coach multiple teams) don’t have conflicts, fields aren’t double-booked, and ref crews can move from field to field without sitting around for long periods between games.
	+ It is the home team’s responsibility to propose a time and place for the match. So once you have your home match times, immediately chat them in GotSport to your Home opponents.
	+ Likewise, you should receive chats from your away opponents with a proposed time. If you don’t, chat to them and ask for a time.
	+ Once you have a time set with the opponent:
		- Away: make sure you have the location and field # (if any) of the game, and what uniform color they will be wearing. Update the TeamSnap event to add the time, location, and which uniform color (shirt, shorts, socks) players should wear. Update GotSport with the time of the match (your opponent may already have done this).
		- Home: chat the opponent the color we will wear (green / black / green), and the address (11 Mill Pond Rd, Belle Mead 08502) and field number. Update TeamSnap with these details. Email the Club Scheduler and tell him/her that the home game time is confirmed. Update GotSport with the time of the match.
	+ Note: Focus on your first games first. Try to schedule them all, but don’t sweat it if a game that is still 3 weeks out has not been locked down yet. If an opponent is nonresponsive, or making unreasonable requests, escalate to the Club President so (s)he can take it up with the league.
	+ Note: For some away games, your opponent will not be able to give you a game time until the week before the game (because their township doesn’t tell them what time they have a field until the week before). By rule (see the MNJYSA Handbook), they have until the Tuesday 8pm before the match to inform you of the time. Also by rule, you are required to accept that time. If this conflicts with your coach’s schedule, you can ask for a better time, but they are not required to provide it. So you have the choice to play with your parent volunteer coach, or ask for a new date. But likely, if you ask for a new date, you’ll just run into the same problem again.
	+ Note: The MNJYSA Handbook gives the rules on scheduling. Generally, be as flexible as is reasonable with opponents, and be polite when asking them for flexibility… remember, they are volunteers too. But you’ll occasionally run into an opponent who makes unreasonable requests. In that case, you can remind him/her of the Handbook rules, and escalate to the Club president, who can contact the league and the opponent’s club management to resolve it.

WEEKLY DURING SEASON:

* Monday evening:
	+ Chat to your next opponent re-confirming the game details (or confirm back if they chatted to you)
	+ Verify that TeamSnap has the correct next game info.
	+ Look at availability, and verify that you have enough players for the game. Bug those that have not marked availability, and alert coach and team manager if <2 subs.
	+ You should receive an email from the Club Scheduler with the list of home games and times for the following weekend. Check that it is correct, and respond immediately (but not later than Tuesday 8pm). Respond EVEN IF you have no home game. Just say that you confirm your team has no home game.
	+ NOTE: By rule, the game schedule is locked as of 8pm Wednesday. We cannot ask for, or honor requests for changes after that time! This is considered a late change, equivalent to a no-show forfeit. We are liable for both halves of the ref fees, plus a $ 100 penalty to the league.