**DISTRICT VII**

**SCHEDULING PROCESS**



**2019 -20 SEASON**

The purpose of the scheduling guidelines is to allow teams to plan and play for a full season of games.

Fall Season will begin no later than first Saturday after Labor Day and all dates of play will be signed off by the D7 Board of Directors.

PP Administrator receives all Leagues Hosting site forms. Information is entered into the Scheduling system Fields Section from the forms.

District 7 Office accepts teams’ applications, to enter the Event, from the Leagues representative.

Coaches must upon acceptance of entry enter their team into the Scheduling System event, preferably within 24 hours. Failure to enter team into the Scheduling system delays the schedule.

PP Administrator accepts teams entered into the scheduling system if D7 office has confirmed their paperwork and payment are correct.

From paperwork submitted by the coaches the PP Administrator enters any dates the team are not available and brackets teams under one coach if the coach is coach for more than one team.

PP Administrator enters a home field against each hosting League’s teams.

PP Administrator, in conjunction with Asst Commissioner, creates the Divisions within each age bracket, and places the teams into the Divisions.

Whenever possible in Fall brackets for Advanced Teams (Harold S Young) will be for all age groups from U10 – U19, and for Recreational teams (Don Hawkins) U10, U12, U14, U16 and U19 brackets. When possible in Spring both Advanced and Recreational should have U10, U12, U14, U16, U19 brackets.

 If there are not enough entrants for each bracket, then either Advanced and Recreational will be combined to provide a Combined bracket for the age group or teams may be placed in the next age group up, e.g. U13s and U14s play as U14 bracket.

In Fall season the High School Soccer season will be taken into consideration for U15-U19. Games will not be scheduled after approx. the 15th of November.

The Scheduling system creates the games for the season and then schedules them to the fields.

PP Administrator reviews the scheduled location of games based on the following criteria:

* Hosting team listed first on game card should be playing at home site;
* Non-hosting team listed first on game card playing hosting team game should be at hosting team site. Non-hosting teams must expect to travel.
* If both teams are Non-hosting teams the game should be played as close to League of Registration for first listed team on game card.
* If both teams are hosting teams the game should be played at home field of team listed first on game card.

PP Administrator reviews the schedule for any games scheduled to non-available dates of teams. These are rescheduled to the next available date.

PP Administrator reviews the schedule for any double headers. Any teams given double headers should have a minimum of two (2) hours between the end of the first game and the start of the second game. Plus, travel time between the games should be taken into consideration if the schedule will not allow both games to be played at the same location.

Schedule is made available to coaches, via the Scheduling System, at least 18 days prior to the start of the season.

Coaches have 10 days to reassign game times, dates and locations if have agreement with their opposition. PP Administrator must be informed by both coaches what the change to the game will be.

If the change does not meet any D7 criteria for Fall League, then the coaches will be advised to renegotiate the change. Requesting the change earlier in the timeframe than later will help accommodate changes as any games that do not have both coach’s agreement will be locked into the original scheduled time/date.

Coaches must consider which day of the week their age bracket should play (games can only be scheduled on a Saturday or a Sunday) and what field availability there is. Only fields which Leagues requested to host at can be scheduled on for Fall League.

Games will be locked down 8 days prior to the start of the season. There will be no further rescheduling unless the criteria under rescheduling is met. PP Administrator or referee cancel a game due to field or weather conditions; there is not a 2 hour window between double header games. Games may be rescheduled by the PP Administrator if the schedule allows. Coaches will be informed if this happens and will be given 3 days to review the date, time and location of the game. Any rescheduled games will be locked after 3 days on the schedule.

For Fall 2019:

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| --- | --- |
| Coaches’ Deadline to Apply for Fall League via their League of Registration | July 12 |
| Coaches’ Deadline to Enter team in GotSoccer | August 2nd |
| Schedule published to Coaches | August 19th (at latest) |
| Draft schedule sent from D7 office to Field and Site Co-ordinators | August 19th |
| Coaches’ Deadline for making changes to schedule | August 30th 8pm |
| Games locked into the Schedule  | August 31st |
| Confirmed Schedule sent from D7 Office to field and site co-ordinators | September 2nd |

For Spring 2020

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| --- | --- |
| Coaches’ Deadline to Apply for Fall League via their League of Registration | January 31st 2020 |
| Coaches’ Deadline to Enter team in GotSoccer | February 11th 2020 |
| Schedule published to Coaches | February 17th 2020 |
| Draft schedule sent from D7 office to Field and Site Co-ordinators | February 17th 2020 |
| Coaches’ Deadline for making changes to schedule | February 27th 8pm |
| Games locked into the Schedule  | February 28th |
| Confirmed Schedule sent from D7 Office to field and site co-ordinators | February 28th – Mar 2nd |

Coaches are responsible for familiarizing themselves with their schedule.

Game cards will be checked against the schedule and any game that failed to be played will be automatically fined $300.