

Louisiana Classic Soccer League

Scheduling Handbook

2023-24

LCSL Scheduling Overview

Step A. Field and Referee Availability

When and where LCSL games can be played completely depends on if and when a field and referee crew is available. The field and referee availability differs from Club to Club. It is important that each manager understands and follows your club protocol on how to schedule games.

Step B. Team Coordination

Each Coach and Manager should

- Review your league bracket and your home & away games. These games ARE NOT Schedule – the dates are placeholders for when the game is OFFICIALLY scheduled.
- Determine their team's anticipated calendar for the year detailing the tournaments they wish to attend, school schedule conflicts (e.g. ACT testing dates) and social conflicts (e.g. local festivals) that may pose conflicts in their scheduling.
- Teams should also communicate directly with the other teams in their division from the same Club and the Club itself for possibly scheduling Club Jamboree dates during which all of their teams that are in the same division can play each other. If possible, please use the chat option or keep notes on when and what was discussed.
- Draft a tentative schedule that reflects all potential conflicts.

Step C. Team Scheduling

Each team has their bracket information and who is the designated as the home/away teams. In crafting a team's schedule Managers and Coaches should take all of the following into account

- What tournament(s) they plan to attend
- Coaching conflicts
- Holidays
- School and church events affecting members of the team
- ODP training and event dates (see: ODP page of LSA website)
- Travel
- No more make-up weekends. Teams are given the freedom to schedule their own make-up weekend (care should be taken to leave date(s) open late in the year)
- Festivals, LSU and Saints games and other social events

LCSL Scheduling Process

Below is the Team Scheduling Process. All schedules must be completed on or before the Monday prior to the starting weekend of the season. If a team is having difficulty scheduling or is not receiving cooperation from an opposing team, the team may ask LSA to assist or intervene. **All teams should know their club policy on how to schedule and secure referees for any given game. The following steps are the guideline set by LSA. All teams should follow club policy.**

Step 1 Team Communication

Teams should reach out to their opponent via email/text and agree on a date and time. It is recommended that teams discuss and A and B option in case fields or referees are not available.

Step 2 Home Team Emails Field Assignor

The home team emails their Club's Field Assignor to find out whether a field is available on the date and time agreed upon using club protocol. For efficiency purposes, the subject line of the email to the Field Assignor should indicate the Age/Gender group and Game Number of the game needing to be scheduled (Example: "LCSL - 14U Girls Game #214"). If the teams feel comfortable doing so, they may agree on more than one date and time for their game so the home team has options when they contact the Club's Field Assignor.

- If there IS NOT a field available the teams return to Step 1 to agree on a different date and time.
- If there IS a field available, the home team will receive the date, time and field number then move to Step 3.

It is recommended that teams agree on more than one date and time for their game so the home team has options when they contact the Club's Field Assignor.

Step 3 Follow Club Protocol on How to Secure Referees

This varies club to club. Please refer to your club policy. The home team **may be required** to forward the email response from the Field Assignor to their Club's Referee Assignor to find out whether a referee crew is available on the agreed upon date, time and field number approved by the Field Assignor. Again, for efficiency purposes the subject line of the email to the Referee Assignor should indicate the Age/Gender group and Game Number of the game needing to be scheduled.

- If there IS NOT a referee crew available, the teams return to Step 1 to agree on a different date and time.
- If there IS a referee crew available, the home team moves to Step 4

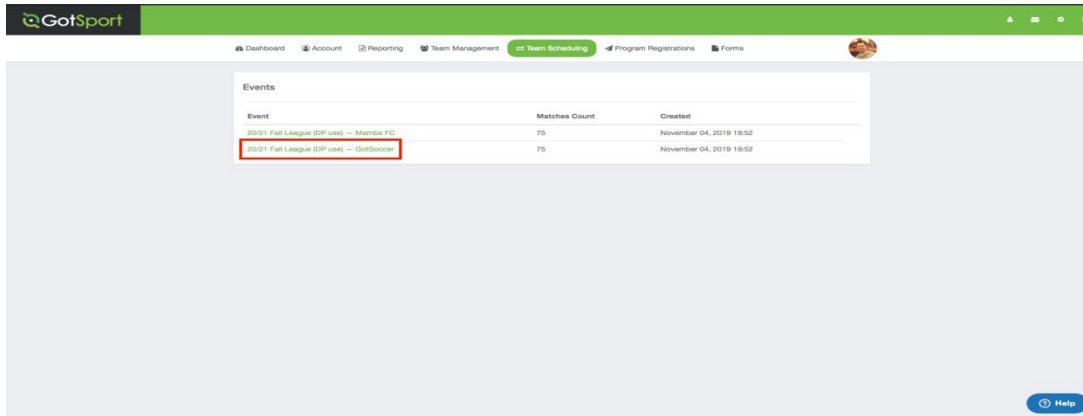
Scheduling Games in GotSport – *Games must be scheduled by the home team at their home fields*

Step 1: The home team's Manager or Coach logs in to their GotSport Account. From the Dashboard select "Team Scheduling"

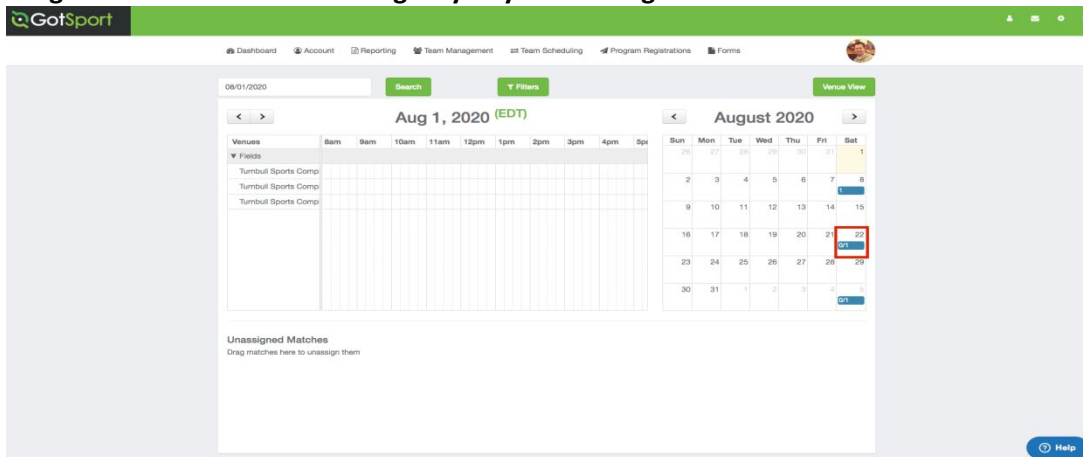
The screenshot shows the GotSport user interface. At the top, the user's profile for Dominic Popolizio is visible, including his name, email (dominic@gotsoccer.com), DOB (06/15/1988), address (750 3rd St, Neptune Beach, FL 32266 US), and phone numbers (215-817-5152). Below the profile, a navigation menu includes 'Dashboard', 'Account', 'Reporting', 'Team Management', 'Team Scheduling' (highlighted with a red box), 'Program Registrations', and 'Forms'. The main content area displays the profile for 'GotClub FC' (Browns, MS, US). A table lists requirements for the user's role (admin) at the competitive level:

Requirement	Status	Action
Background Check	Required	More Info
Safe Sport	Required	More Info
Heads Up	Required	More Info

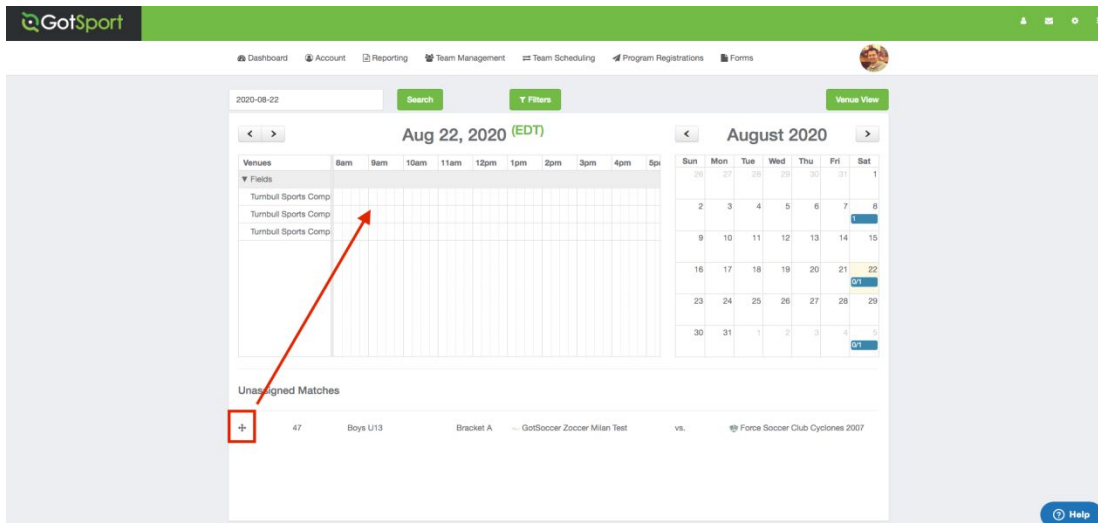
Step 2: Select the name of the event.



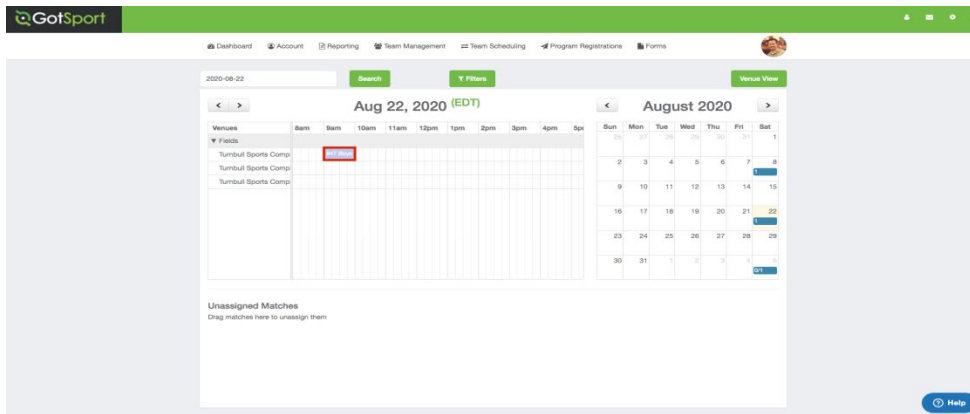
Step 3: Once the calendar appears on the right-hand side you will click on the "Placeholder date". This is normally the Monday after the last possible League Game. If you are unsure, check the LSA website for when the game is scheduled. This will give you your home games.



Step 4: Under the Unassigned Matches, you will drag and drop the "crosshair" to the time/field you are assigning to.



Once complete it will appear as so.



Communication and Cooperation

Mangers and Coaches shall use the chat option in GotSport to communicate about scheduling and rescheduling games and all weather-related issues. Other forms of communications can be via email and text. Please keep an accurate record of all communications. Team representatives should respond within 48 hours of the request. Teams shall cooperate with each other throughout the year in the scheduling process and shall be reasonable and accommodating with each other.

In the event teams fail to communicate or cooperate in bad faith with each other in scheduling or rescheduling an LCSL game or if an impasse exists in the teams' schedules, LSA shall have full authority to schedule the game. In determining how and when to schedule around team conflicts, LSA shall utilize the Priorities in Scheduling set forth in Policy 305.5.4.3

In the Team Scheduling and rescheduling processes teams must observe priorities in soccer events, but shall also be reasonable in accommodating conflicts. Below are priorities for teams that would excuse them from scheduling or rescheduling a game on a particular day.

1. *The team is playing in a US Youth Soccer Regional League game*
2. *There is an education-related activity (e.g. ACTs, required school event, etc.) that affects 20% of the team*
3. *The team is already scheduled to play an LCSL game*
4. *The team is participating in a tournament hosted by the Team's Club*
5. *At least 20% of the team is participating in an ODP Event*
6. *The team is participating in a Tournament not hosted by their Club*
7. *Community or social events (e.g. festivals, school social events)*
8. *All other soccer events*

The home team will present its possible dates and the visiting team will present its reasons those dates don't work. If an agreement cannot be mediated on any of the home team's dates, the visiting team will list their available dates and so forth. Both teams should be ready for an online meeting with LSA to seek a swift resolution.

Should LSA determine that a team's failure to communicate or cooperate with another team is unreasonable the team shall be subject to loss of home field advantage and/or a fine.

Summary

The scheduling workload is done up front and, in the incredibly hectic world, coaches, players and their families all know what their soccer schedule is before the season starts. The key to success in any organization is teamwork. That is certainly the case here. Communication and cooperation are key elements to this new process and must be observed at every turn.