

## SCHEDULES

All games are scheduled or rescheduled by the Coach and/or Team Managers depending on the league they play in. Consult with your coach to identify who will be responsible for scheduling or rescheduling preliminary games. An email will be sent to coaches when the fixture list (game match ups) or preliminary schedules are posted.

### PRIOR TO SCHEDULING

In preparation for scheduling it is recommended that you do the following:

- Decide with the coach who will handle the scheduling process for your team.
  - Decide what weekends would work best for Home game or Away games and what times the coach prefers the games be scheduled.
  - Decide if there are any weekdays that the team can play a game if needed.
- Review rules and deadlines on your league website.
- Ask your coach if he/she has any weekend conflicts to work around and mark those on the scheduling calendar you or your coach will create and use for scheduling.
- Request information from parents on any weekends their child will not be available and mark them on the scheduling calendar.
  - Dances, camps, music programs, etc.
  - This does not mean there will not be a game that weekend but it will be helpful for the coach to know if it affects multiple players.
- Make note of the due dates for schedules to be final. It is recommended to plan to finish 2-3 days prior to the due date so that you have time for any necessary adjustments.
- No reschedules are allowed once schedules are posted as final.

### FIELDS

The Field Schedule Google Sheet is a tool we use so that fields are not double booked. The Club Administrator will email this to coaches who will share it with you if you are doing the schedules. There are tabs at the bottom with each field/age group listed.

- Go to your field tab and search the day/time you wish to schedule/reschedule a game.
  - Fill out the line on the spreadsheet to reserve or confirm the time.
    - TEMP or FIRM
    - Game #
    - Team name
    - Opponent
  - Once you confirm a game day/time that was pending with your opponent, remember to change it to FIRM.

PASS Home Game Fields (Subject to change)

11v11 (u13-u19) - Northview HS Turf (Sunday only), Premier Park (all days)

9v9 (u11-u12) - Northview HS Rahn (Sat/Sun) (Week nights: Friday only)

7v7 (u9-u10) - Northview Hunsberger (Sat/Sun) (Week nights: M-W-F only)

5v5 (u7-u8) - Northview Hunsberger (Sat/Sun) (Week nights: M-W-F only)

## **BEGIN SCHEDULING (OR RESCHEDULING DEPENDING ON YOUR LEAGUE)**

Once the league releases fixture lists or preliminary schedules you should begin contacting your opponent to (re)schedule games. Your opponents contact information is located on the league website generally by clicking on the team name in the fixture list or schedule.

(SEE BELOW for each specific league info)

### **START THE PROCESS RIGHT AWAY!**

Email or Text your opponent with a few dates and times that will work. It's helpful to put all game info into the email subject line

- AYSO @ PASS 2009B Game#1234

Once you have agreed on a Date and Time for HOME GAMES email them to Niki.Ferguson@PASS.soccer to upload to the league schedule.

- Your team's age group and gender
- Game #
- Date, Time, Location
- Opponent

### **League Scheduling specifics**

- **GVSA Elite:** Fixture lists are posted 2-3 months prior to the start of the season at [GVsoccer.org](http://GVsoccer.org) and Teams have 2-3 weeks to schedule their games.
- **DA Scheduling:** Fixture lists are posted 2-3 months prior to the start of the season [michiganyouthsoccer.org](http://michiganyouthsoccer.org) and teams have 2-3 weeks to schedule their games.
- **Premier/MSPSL Scheduling:** Fixture lists are posted 1-2 months prior to the start of the season at [mspsl.org](http://mspsl.org) and teams have 2-3 weeks to schedule their games.
- **GVSA Select/Academy:** Preliminary schedules are posted to GVsoccer.org 1-2 months prior to the start of the season at [GVsoccer.org](http://GVsoccer.org) and teams have 1-2 weeks to revise their schedule to accommodate any conflicts the coaches may have.
- **State Cup & Jr. State Cup Scheduling:** Fixture lists for group play are posted 3 months prior to the start of the season on MichiganYouthSoccer.org/tournaments and teams have 3 weeks to schedule their games. If the team makes it out of bracket play the 1/4 finals, semi's and finals are all prescheduled by the state. Please avoid these days and times when making your league schedule.