



# MVLA Soccer Club

A Non-Profit Youth Organization  
**Game Scheduling  
Responsibilities**



## **Background:**

This policy intends to clarify the MVLA roles, responsibilities, and process for scheduling league games, scrimmages, kickarounds, or any other game-type event.

- ◇ The Policy begins with an outline of the general process currently employed by MVLA each season (Spring and Fall) for scheduling game events.
- ◇ The outline is followed by a detailed section describing Roles and Responsibilities for the MVLA Field Coordinator, Referee Coordinator, and MVLA Team Manager.
- ◇ The Policy closes with several Addenda that describe tools used, Arbiter login, and Email Format Requirements for Team Managers who submit requests for Game Changes, report Game Problems, and submit Referee Reports.

In March 2008, MVLA transitioned to an online referee-assignment system called Arbiter. The internet URL for Arbiter has recently changed to [www.arbitersports.com](http://www.arbitersports.com).

Game details, including date, time, field, class, gender, Home team, and Away team are uploaded into Arbiter by a designated MVLA representative to create a Match Record. Sunnyvale Alliance Soccer Club and De Anza Youth Soccer League (and possibly other organizations) also enter all their Match Records into Arbiter. Referees are then free to review all Match Records and assign themselves to games according to certain predetermined criteria.

## **General Timing/Process for Scheduling League Games:**

Typically, Spring league games commence first weekend of April but may start earlier or later depending on which playing league your team has chosen. Fall league games typically commence the first weekend after Labor Day, but also may start earlier or later depending on the playing league.

Per current Board decisions and policies, as well as Club tradition, League games for a given season are decided in three phases listed below. Please understand that Club Policies and Procedures for Games may change in the future. This Policy's section on Roles and Responsibilities does not assume any



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particular Scheduling Process and applies regardless of scheduling process. The three phases currently are:

1. Early Centralized Phase, where Field Coordinator centrally assigns first 1-3 weeks of games as soon as possible, but typically 1-2 weeks prior to first league game.
2. Club Seasonal Game Assignment Event, where the Board and the Team Managers meet in the September (Fall) or April (Spring) Club meeting (first Wednesday of the month) and the Field Coordinator conducts a lottery to assign the remaining games for the season. The output of this meeting is the initial Master Game Schedule.
3. In-Season Change Request Phase, where, after the publishing of the initial Master Game Schedule created in the Seasonal Game Assignment Event (lottery meeting), the Teams may submit subsequent written Change Requests due to unforeseen issues. This phase lasts the entire balance of the season.

## **Early Centralized Phase:**

The Field Coordinator centrally schedules first 2-3 weekends of games as soon as those schedules are published by leagues and MVLA Team Managers have submitted any input by email to Field Coordinator as to any constraints or preferences. This can happen anywhere from 1-2 weeks before first league game and often depends highly on Team Manager's ability to quickly negotiate any schedule changes with their opponents.

In Fall, changes are NOT encouraged and some playing leagues have concrete deadlines before which all changes must be approved by their league directors. Fall is "high season" and players are fully expected to prioritize their personal schedules in favor of their Club team. In Spring, leagues may be more flexible with teams in terms of jockeying/adapting schedules to team preferences.

## **Club Seasonal Game Assignment Event:**

Details for this process are included in the sections below that describe Roles and Responsibilities. The current practice of the Club is for the Field Coordinator to conduct a Lottery during September or April Club Meetings, based on a random-number-generated picking order of Teams for each Game Day. Teams must make sure they have given the Field Coordinator accurate scheduling information well in advance of the Lottery. The actual selections made by the Teams in the Lottery are guided by various allocation criteria governed by the Club Allocation PIMs and the Field Coordinator's discretion, given his/her



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knowledge of field availability, field condition, and the suitability of the field for the given age group and competitive class.

## **In-Season Change Request Phase**

Roles and Responsibilities during this phase, which essentially lasts all season after the initial Master Game Schedule is created, are detailed in later sections of this Policy. It is vitally important that Team Managers educate themselves to the processes, format requirements, and timing of requests expected for this phase of Game Scheduling. Mistakes can be costly, in terms of fines, loss of good standing in the Club, miscommunications with your opponents, and your team's schedule integrity.

## **Roles and Responsibilities:**

### **MVLA Field Coordinator (Field Coord):**

1. Field Coord allocates all fields for games, scrimmages, kickarounds, or any other game event held in MVLA during the Club Seasonal Game Assignment Event.
  - a. If a lottery method is chosen to assign seasonal games, the Field Coordinator will manage the field capacity matrix and record team requests for game slots for each weekend in the season. The Field Coordinator will have discretion to steer such selections to certain times or fields based on several field utilization and field preservation criteria in keeping with formal permits awarded the Club.
  - b. If the Club deploys a centralized game-assignment process, the Field Coordinator will derive the game schedule according to published criteria, including but not limited to, MVLA's Field Allocation policies, team requests, field utilization and field preservation considerations in keeping with formal permits awarded the Club.
2. Field Coord delivers to the Referee Coordinator (Ref Coord) a compilation of game events. All game events shall require referees UNLESS an event is noted to not need referees. Said compilation shall be presented in a systematic visual format and is called the Master Game Allocation. See Addendum for example of format that may be used.



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- a. The sole purpose of this file is to give MVLA Team Managers and Coaches a guide to the general look and feel of the season, as of the date of the file, to aid in guiding any requests for changes.
  - b. This file is NOT intended to be the current Game Schedule for MVLA and indeed NOT kept current in real time.
  - c. Do not use this schedule for planning team equipment duties, or for confirming games with your team or opponents.
  - d. It is within the Field Coord's discretion to decide whether or not to post this file.
3. Field Coord receives from Team Managers (or designated Team Schedulers) any properly formatted requests Change Requests to the Master Game Allocation. Changes include additions, cancellations, and movements.
- a. All such Change Requests shall be considered for feasibility by the Field Coord and either confirmed, modified, or denied.
  - b. All confirmed changes shall be entered into a numbered revision of the Master Game Allocation.
  - c. The revised Master Game Allocation shall be delivered to the Ref Coord so that he/she may upload any changes affecting referee assignments into Arbiter.
  - d. All revisions to the Master Game Allocation shall be numbered and archived for traceability.
4. Field Coord, at his/her discretion, may periodically check Arbiter against the Master Game Allocation for integrity. However, the Field Coordinator is NOT responsible for insuring that each team's games are properly listed at Arbiter. (see Team Manager responsibilities).
5. Depending on the playing league, the Field Coordinator may also act as the Club's Playing League Scheduler and be the person who updates Match Records at the Playing League WebSite. On the other hand, in some leagues, individual Teams have responsibility for entering their Game details at the Playing League WebSite. Field Coordinator must know the scheduling rules for each league in which MVLA Teams participate in a given season.



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## MVLA Referee Coordinator (Ref Coord):

1. Ref Coord receives from the MVLA Registrar a list of all MVLA teams competing in any game-type events for the given season.
2. Ref Coord uploads all team identities into Arbiter and instructs Team Managers and Coaches how to sign up to the Arbiter system.
  - a. Team Managers and Coaches are granted only limited privileges at Arbiter.
  - b. Team Managers and Coaches enter Arbiter with a centralized, common login ID and password used by all Team Managers and Coaches.
  - c. See Addendum for current login ID and password.
3. Ref Coord receives from the Field Coord the Master Game Allocation and uploads each and every match requiring referees into Arbiter.
4. Ref Coord updates Arbiter in a timely manner each time the Field Coord sends a revised Master Game Allocation
5. Ref Coord compiles and manages any feedback from Team Managers and Team Coaches concerning referee performance.
6. Ref Coord does NOT consider any requests from Teams for specific referees except at his/her own discretion.
7. Ref Coord does NOT consider or take action on any Game Change Requests from Team Managers or Coaches without such authority being granted by the Field Coord.

## MVLA Team Manager/Scheduler:

1. For simplicity, all responsibilities in this section are assigned to the Team Manager.
  - a. Each Team will decide whether the Team Manager, Team Coach, or some other team official will have responsibility for the team schedule; this person may be designated the Team Scheduler.
  - b. Despite any such delegation, the Team Manager is ultimately responsible for the accuracy of the Team Schedule and all actions and responsibilities listed herein this section.
2. Team Manager reviews game schedules/pairings published by relevant playing league(s) in which his/her team plays.



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3. Team Manager works with their Team and opponents to negotiate any constraints or required changes to the team schedule published by the league(s) in anticipation of the Club Seasonal Game Assignment event.
4. Team Manager works with Field and Ref Coords to complete the Team's initial game schedule. The initial Club Seasonal Game Assignment event may be in the form of a lottery or may be in the form of a centralized process.
5. Depending on the playing league, the Field Coordinator may also act as the Club's Playing League Scheduler and be the person who updates game dates, times, and fields to a Playing League Site. On the other hand, in some leagues, individual Teams are responsible for entering their Game details at the Playing League Site. Team Manager is responsible for knowing the scheduling rules and procedures for the league in which their team is participating in a given season.
6. Team Manager understands that once the initial game allocation is complete and the Team's schedule is uploaded into Arbiter, ***the Arbiter schedule becomes the ONLY valid schedule for the Team.***
7. Team Manager submits any Game Change Requests to Field Coord in writing (email) per the format requirements shown in the Addendum below.
  - a. Changes within one week of kickoff date run a high risk of not getting referees.
  - b. Changes, including Cancellations, made within a certain number of days of kickoff time for which referees are already assigned are obliged to pay MVLA a Late Game Cancellation fee. This fine is used to pay the referees and partially compensate MVLA for the cost of the unused field. Make checks payable to MVLA Soccer Club and send to MVLA Treasurer. **PLEASE REFER TO MVLA PIM FOR LATE GAME CANCELLATIONS FOR CURRENT CUTOFF TIMES AND FEE DETAILS.**
  - c. Teams will not be charged for referees in the case of a Rained Out game or if MVLA has Changed or Cancelled the Game.
8. If the Playing League allows, the Team Manager regularly updates their league website match records with game details. If scheduling an Away Game at Home, Team Manager may be required to instruct opponent Team Manager to update the match record at the league website with MVLA home field details.



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9. If Playing League allows only a central Club Scheduler (in MVLA, this is the Field Coord) to update games at the Playing League Site, Team Manager is responsible for delivering game details to the Club Scheduler in the proper format and in a timely manner.
10. Team Manager regularly logs in to Arbiter (see Addendum below for login) and checks their Team Schedule for accuracy. The Team Manager should check their Team Schedule in the following View in Arbiter (other views may be viable, but at least this view works):
  - a. Master Schedule View: Use this link to make sure your game exists in Arbiter.
    - i. At the Arbiter Home page, click on the Schedule Tab. Then at the Schedule page, click on the Master Schedule tab.
    - ii. Once at the Master Schedule, you can see all games of the season listed in chronological order over many pages.
    - iii. Use the filter boxes at the top of the page to narrow your search field by date or teamname (or both).
      1. Enter the date of your game and hit the Go button. Now all the games on your day appear and you may scroll down to your expected time to find your game.
      2. Enter your teamname and hit Go. This will produce a list of all your games that have been loaded into Arbiter.
    - iv. Verify that the games listed are accurate. You may also check here to see which referees have signed up for your game (hit the View Slots button), verify your game's current status (normal, cancelled, rained out, etc.), and verify that game details are correctly entered.
  - b. Other Views: The Arbiter system has tabs and links for other views including Team Schedules, Calendar, etc. but our Ref Coord may or may not implement those views any given season.
  - c. If Team Manager cannot find a game or it is listed incorrectly, please submit a Game Problem report via email; see below for instructions.
11. Team Manager monitors MVLA website, MVLA Coaches Yahoo Group website/emails, and any applicable notices or phone hotlines for Rain-



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- related or other Field Closures, Field Notices, or other issues affecting their game.
12. Team Manager reports any Game Problems to the Field Coord in writing (email) per the format requirements shown in the Addendum below.
  13. Team Manager conducts proper handoff of equipment, keys, and other responsibilities from/to Teams before and after their game event.
  14. Team Manager shall not leave equipment on the field without direct MVLA supervision. Even a 15-20minute gap in games with equipment left on the field or a lock left open can invite burglary or vandalism.
  15. Team Manager insures that if their Team is the first of the day, or is the first team in a block of games when GAPS exist in the schedule, that they shall perform field set up duties. These duties may include picking up keys, setting out goals, hanging nets, setting up flags, etc.
  16. Team Manager insures that if their team is the last team of the day, or their teams ends a game when no other MVLA team is immediately available for direct handoff, that they shall perform field tear-down duties. These duties may include taking down nets, storing and locking goals away, storing or returning flags to a storage location, locking up bathrooms, returning keys or other equipment to someone's house, etc.
  17. Team Manager shall understand all field rules, policies, and etiquettes pertaining to their field assignment as described in the MVLA Field Manual and any related PIMs, which are posted at the MVLA website ([www.mvlasc.org](http://www.mvlasc.org)) under the Fields and Rules sections.
  18. Team Manager understands that violations of club rules or loss/damage of MVLA equipment shall cause their Team to be charged fines and other penalties. MVLA loses hundreds of dollars of equipment each year and this raises Team Club fees. Teams found responsible for loss of equipment due to failure to put it away or lock it become financially accountable for cost of replacements.
  19. Team Manager understands that if their Team has scheduled a friendly scrimmage or practice and has NOT scheduled referees through Arbiter, their event will NOT be listed in the Arbiter schedule. In this case, it is the Team Manager's RESPONSIBILITY to inform the preceding and subsequent teams so they are aware of any duty changes. Whether or not your event uses referees, your Team is still accountable for obeying all scheduling rules, field duties, and communication etiquettes herein listed.



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20. Team Manager shall inform preceding and subsequent teams of any last minute or on-field cancellations so everyone will know how their field/equipment duties will change.
21. Team Manager shall report any feedback on referee performance (Team Ref Report) to the Ref Coord in writing per the format described in the Addendum below.



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## **Addenda Attached:**

Addendum A: Master Game Allocation Example

Addendum B: Arbiter Login Instructions

Addendum C: Game Change Request Format Requirements:

Addendum D: Game Problem Alert Format Requirements

Addendum E: Team Referee Report Format Requirements



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## Addendum A: Master Game Allocation Example

One page is included for each weekend day of season. Weekdays games may be compiled in different format. Kickoff times across columns at top. This example only shows kickoff times on Fields for Sat 4/5 through 10:30am. This document is NOT an official schedule and is NOT kept real-time current, except on weekly or bi-weekly frequencies.

Sat 4-5		8: 00 A M	8:30 AM	9:00 AM	9:30 AM	10:00 AM	10:30 AM
Num Games	12						
Monta Loma	Team		TyWht			JagsGrn	
S. Rita Upper	Team						
Grant	Team						
Hillview	Team					Barracudas	
Critten den	Team						Xtreme
Egan	Team						
Blach	Team						
Graham	Team						
LAHS	Team			Raptors92 Gold			

## Addendum B: Arbiter Login Instructions

[www.arbitersports.com](http://www.arbitersports.com)

User id: [mvlacoach@mvla.x](mailto:mvlacoach@mvla.x)

Password: password

Note: Do NOT change the password as all MVLA Team Managers and Coaches use this Login mechanism.



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## **Addendum C: Game Change Request Format Requirements:**

All Game Change Requests must be in writing (email) and are sent to the Field Coord. Do not send or copy Game Change requests to Ref Coord or Arbiter Coordinator. In the format requirements below, the brackets < > delineate data fields, do not include brackets in your format. To save space, it is not necessary to include your team's or your opponent's entire formal teamname. So MVLA Pythons 98 Black, may be shortened to any recognizable nickname, such as Pythons Black, PythonsBlk, PyBlk. Py Blk may not work if we have Pythons and Pythians in the Club. As long as the team name is uniquely distinguishable, it will work.

Subject Line:

Subject Line: MVLA:Game Change <teamname> <original date of game>

Email body:

<ACTION REQUIRED IN ALL CAPS> (change, or add, or cancel, or create Away Game at Home)

FROM

<original day&date> <age><gender> <Home team name>vs<Away team name>, <field> <orig time>

TO

<new day&date> <age><gender> <Home team name>vs<Away team name>, <new field(s) requested>  
<new time(s) requested>

### **Example:**

MVLA Pythons Black want to change their game from the original lottery schedule of 4/12 to Sunday 4/13 at one of two times. They send the Field Coord an email with Subject Line:

Subject Line: MVLA:Game Change Request PyBlack 4/12

Their email has body text as follows:

CHANGE

Sat. 04/12; U09B; Pythons Black vs SCC Breakers; Monte Loma Elem.; 3:00 p.m.

TO

Sun. 04/13; U09B; Pythons Black vs SCC Breakers; Santa Rita Elem.; 12:00 p.m. or 5:00PM



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## **Addendum D: Game Problem Alert Format Requirements**

Game Problems may occur before, during, or after your game. Your game may not be listed or may be listed improperly in Arbiter. You may be listed properly, but no referees have signed up and it is near game day. Or referees did not show up to your game. Or the sprinklers were on. Or there was an incident involving animals, major injury or police or park rangers. Or equipment was stolen or not there when you arrived, or out when it should have been stored. Or, you made the call to cancel your game due to unforecasted rains that have unexpectedly swamped your field.

All Game Problems must be in writing (email) and are sent to the Field Coord. Do not send Game Game Problems to Ref Coord or Arbiter Coordinator. In the format requirements below, the brackets < > delineate data fields, do not include brackets in your format.

Subject Line:

Subject Line: MVLA: Game Problem <teamname> <date of game>

Email body:

<day&date> <age><gender> <Home team name>vs<Away team name>, <field> <orig time>

<Description of Problem with as much detail as possible>

<Describe any requested or suggested action>

## **Addendum E: Team Referee Report Format Requirements**

Team Managers are encouraged to submit positive and constructive feedback for the Referees that are assigned to their games. Any major issues, like no-shows, or questions about qualifications, etc. may also be submitted. All Team Referee Reports must be in writing (email) and are sent to the Ref Coord. Do not send Team Referee Reports to the Field Coord or Arbiter Coordinator. In the format requirements below, the brackets < > delineate data fields, do not include brackets in your format.

Subject Line:

Subject Line: MVLA: Referee Report <teamname> <date of game>

Email body:

<day&date> <age><gender> <Home team name>vs<Away team name>, <field> <orig time>

OPTIONAL: <Name of referee, if known>

<Description of Referee performance with as much detail as possible>

<Describe any requested or suggested action>

<Include your contact phone number in case needed for follow up>