



USYS NATIONAL LEAGUE GREAT LAKES CONFERENCE 2024 Fall SEASON MANDATORY ONLINE SCHEDULING MEETING INFORMATION

Subject to change as of July 25, 2024

This document outlines the online scheduling meeting information needed for the upcoming **mandatory** USYS National League Great Lakes Conference Fall season meetings. Please read this **entire** document to familiarize yourself with all aspects of the scheduling meeting process. These meetings will be held online, at the set times found below. ALL teams agreed to engage in this process when completing the league application in GotSport.

Scheduling for **13U – 14U Premier I and Premier II** will be done by the respective teams within your assigned division on or before Friday, **August 9th**. If a team does not provide availability information to the group before the meetings, then the team will be presumed to be available for all weekends. **If a team fails to attend the mandatory scheduling meeting a schedule WILL be created for them.** Any team failing to send a representative to the scheduling meeting may be subject to a \$300 league fine. **We expect that COACHES or club DOCs will attend these scheduling meetings. Team administrators may attend, but it is NOT recommended.**

Spring season play may begin on August 10th, 2024. All 13U-14U games must be scheduled to be played on or before November 3rd, 2024. Fall season Great Lakes Conference teams **must be available to play** on the following weekends (**September 7-8, September 14-15, September 21-22, and September 28-29**). Teams are excused from Great Lakes Conference play during these weekends **only** for State Cup play.

MANDATORY ONLINE SCHEDULING MEETINGS

Monday, August 5, 2024 (All Premier I and 13U)

Tuesday, August 6, 2024 (All Premier II)

LOCATION

Microsoft Teams calls will be set up for each division and sent out prior to the meeting.

TIMES

Monday, August 5, 2024

Girls 14U (Premier I)	10:00am – 11:30am (EST)
Boys 14U (Premier I)	11:30am – 1:00pm (EST)
Girls 13U (Premier Blue)	1:00pm – 2:30pm (EST)
Boys 13U (Premier Blue)	2:30pm – 4:00pm (EST)
Boys 13U (Premier White)	4:00pm – 5:30pm (EST)

Tuesday, August 6, 2024

Girls 14U (Premier II Blue)	10:00am – 11:30am (EST)
Boys 14U (Premier II Blue)	11:30am – 1:00pm (EST)
Boys 14U (Premier II White)	1:00pm – 2:30pm (EST)

MEETING SCHEDULE & INTRODUCTION

Each division will be assigned to a time slot, as seen above. Please login into the meeting five minutes before the start of your assigned time to check in with the DSC and to receive any updated information on the scheduling process. You **MAY NOT** start scheduling until your **actual start time**. If a team representative is not in place by the official start time, other representatives in attendance may schedule without that team. If you do not have a representative at this meeting, then it will be considered that your team is available to play on all weekends throughout the Fall season (excluding state cup weekends). Teams not in attendance **MUST** accept the schedule and teams in attendance are under no requirement to reschedule any of these matches. Any team failing to send a representative to the scheduling meeting may be subject to a \$300 league fine. There will be no consideration for unavailability if a representative is not present at the meeting. We expect to come out of this meeting with game schedules completed. **We expect that COACHES or club DOCs will attend these scheduling meetings. Team administrators may attend, but it is NOT recommended.**

GENERAL SCHEDULING INFORMATION

Conference schedules will be overseen by the League Manager, who will have sole discretion in how game schedules are developed. Teams participating in the Great Lakes Conference must be available to play on the published conference dates. By submitting your team application, your team is committing to attending this meeting and play on the published dates for the conference. The Fall season begins on August 10. 13U- 14U games must be completed on or before November 3.

OVERVIEW

The Great Lakes Conference provides the opportunity for teams to schedule all games in a division by Great Lakes Conference Operating Procedures (COPs). All teams in a division must agree to the entire schedule. Availability of fields at Great Lakes Conference-hosted sites is limited and will be provided to teams on a first completely approved scheduled, first-served basis at the mandatory scheduling meeting. Before the start of the mandatory scheduling meeting, a Division Scheduling Coordinator (DSC) may be assigned to each division. The DSC will be responsible for completing the master sheet, having all teams sign off, and sending it to Conference staff.

Time conflicts will occur for those coaches who coach multiple teams on Great Lakes Conference-hosted weekends. The league is under no obligation to assist these coaches with their conflicts.

Once schedules are developed at the meeting, schedule changes are permitted only by Great Lakes Conference Scheduling Procedures. Please ensure that you understand these rescheduling procedures to reduce conflicts and issues.

LOCATION OF GAMES – HOSTING

There are three (3) categories for hosting Great Lakes Conference games:

Conference Hosted Weekends: The Great Lakes Conference hosts games at a multiple-field location. There will be additional costs to the teams for playing matches at Conference hosted weekend sites, to cover the additional fees required for facility costs and safely staffing these events.

One-Off Hosting: A team hosts a one-off game between itself and another team from within its division. Host bears all costs for hosting or if teams agree at the time of scheduling, the teams may share costs (usually for games played at a neutral location). Split costs must be agreed upon at the time of scheduling, otherwise, the host bears all costs

Club Hosting: A team hosts several teams over a weekend amongst teams from within its division. The host team bears all costs for hosting or if the teams agree at the time of scheduling, the teams may share costs (usually for games played at a neutral location). Split costs must be agreed upon at the time of scheduling. **If any games are later moved off a club-hosted weekend, you MUST notify the host club and change the host designation. Referee Assignors must be notified immediately.**

SCHEDULING GROUND RULES, PROCEDURES & POLICIES

The goal of the meeting is to develop the Fall 2024 Great Lakes Conference schedule. Each game MUST be assigned a site and a host organization designated for such site (even if played on a neutral site). The Great Lakes Conference is cognizant that teams, primarily opponents from within their own state association, may opt to play one-off games (self-scheduled games – i.e., teams set their date, time, and location). There is no limit on the listing of one-off games, however, the designation of which games are one-off games must be confirmed.

Make sure that all team coaches and team administrators take the time to read through the COPs regarding all the scheduling rules, procedures, and policies. It is your responsibility to be aware of the information in this document. It will help you during this scheduling process and following this meeting.

SCHEDULING MEETING GUIDELINES

- Do not start the meeting until your scheduled start time or ALL team representatives are in the meeting.
- Please complete your team's availability sheet ahead of time. You must submit this at your allotted meeting time.
- Make sure that all team representatives have read through the scheduling meeting information document and are fully aware of the league scheduling procedures and policies.
- One person may be determined as the Designated Scheduling Coordinator (DSC). This person helps complete the master schedule to submit to the league staff upon completion of the meeting.
- If any team is not in attendance, the group will schedule for them, avoiding only their State Cup weekends.
- Make sure all fields are filled out on the master schedule, we must have a date for all club-hosted event weekends.
- ALL host clubs pay the costs associated with hosting. Clubs can ONLY charge a fee if this is agreed upon at the time of scheduling. The only exception would be a last-minute reschedule to a turf venue due to potential weather cancellations.
- Any one-offs should have at least a date and HOST. We must have full game details by August 14 or risk the match being recorded as a No Contest.
- Any matches played between the same club must be played during the first 3rd of the season, or they will be recorded as a No Contest.
- There MUST be a HOST club recorded fall ALL matches. If this Host designation ever changes, the initial host teams AND the referee assignor must be notified immediately.
- Upon completion of the meeting the DSC will read off the final master schedule so that each team can check their team schedules against it.
- Do NOT leave the meeting until ALL representatives have signed the master schedule and you have a copy of it. The individual schedules are for your reference only, the official signed master is the binding document we use to create the schedules online.
- As the DSC, make sure you retain a copy of the master schedule. You will need this if there are any discrepancies.

REFEREE ASSIGNING

Once the scheduling process is complete, the next task is contacting a local referee assignor. Due to the current shortage of match officials, any team that is hosting matches needs to make it a priority to work with one of the conference-approved referee assignors to confirm match officials. The conference is **ONLY** responsible for assigning officials to a conference-hosted event. For any club-hosted or one-off games, it is the host team's responsibility to confirm officials. If the game is played at a neutral site, one of the teams **MUST** be designated as the host, and it is their responsibility to confirm match officials. The list of approved assignors can be found on the conference website, in the "Referee Information" dropdown. You may **NOT** use an assignor that is not on the conference-approved list.

If at any time, games are rescheduled from a club-hosted weekend. The host designation **MUST** be updated on the schedule online, the original host team **MUST** be notified so that the information can be passed onto the assignor.