

## **MRL Fall 2017 Scheduling Procedures**

Competition format: Single round robin within the division.

Team contacts are posted on the 2017 Fall Season Team Information page:

### **INTRODUCTION**

Please read carefully as this email outlines the scheduling process for this division. Also be sure to review the **2017 Fall Season Scheduling Information (attached)** document that provides pertinent information on the scheduling procedures and policy.

Scheduling in the MRL is done by the teams within a division. This process has evolved over the years and allows teams to satisfy their needs in scheduling to suit their team's individual selfish needs. Please follow the steps outlined below in the pre-scheduling process. This process has been developed and tweaked based on the successful scheduling during past seasons.

Schedules are to be completed by no later than August 14th.

**It is highly suggested that teams do not wait until the deadline to complete schedules as availability of fields at MRL hosted sites is limited and will be provided to teams/divisions on a first completely finalized schedule, first served basis.**

To view the team contacts in your division, go to this page:

[http://www.usyouthsoccer.org/mrl\\_fall\\_season/](http://www.usyouthsoccer.org/mrl_fall_season/)

### **STEP ONE**

#### **Designation of DIVISION SCHEDULING COORDINATOR (DSC)**

The MRL seeks a volunteer from one of the teams in this division to step up and serve as the "Division Scheduling Coordinator--DSC" for this division. **Club Directors of Coaching, the Head Coach of a participating team within the division, or a Full-time Club Administrator are preferred to be selected as the DSC.**

Generally, this person will be someone who has scheduled MRL games in the past and understands the nuances in scheduling on a regional basis. The DSC's role is **to facilitate and guide the process** and all duties cease when the schedule is finalized.

Please let us know immediately (via email—no calls) by emailing us at [mrlcommissioner@usyouthsoccer.org](mailto:mrlcommissioner@usyouthsoccer.org) if interested if you are interested in serving as a DSC. We will begin naming DSC's as volunteers request.

The DSC shall serve as a liaison with the MRL in coordinating the schedule amongst the teams, assisting in tracking team availability, hosting availability and providing the MRL with a final agreed to schedule (with stated confirmations from all teams) in a format acceptable to the MRL. The MRL shall have the sole authority in designating this individual. If interested in serving in this role, please send an email to the MRL Commissioner who will designate an individual very quickly.

**The DSC's duties in facilitating the scheduling process ceases once the schedule is submitted to the league and posted on the MRL site. For future schedule changes and issues, all must be coordinated with the MRL Commissioner.**

**The DSC does not dictate a schedule to the teams. Rather the DSC coordinates the gathering of information and provides a suggested schedule for teams to review.** When distributing proposed schedules, DSC should support the schedule with a full list of availability and hosting options. If a team does not agree to a schedule, that team must provide an alternative schedule taking into consideration the schedule of others within a division

## **STEP TWO**

### **Gathering TEAM AVAILABILITY**

Your team's availability should be shared with all teams in your division **when the DSC is appointed—not sooner.** Once a DSC is appointed, then each team should share its availability with the other teams in the division including the DSC. Please remove the MRL email ([mrlcommissioner@usyouthsoccer.org](mailto:mrlcommissioner@usyouthsoccer.org)) from the email distribution list. Teams are to provide their availability to play on Fall Weekends. This information is to be shared with all teams within the division and tabulated/compiled by the DSC. Be sure to REPLY TO ALL to this email and provide all with your **Team Name, and Gender/Age Group/Division in the subject line** and whether you are (YES) or are not (NO) available to play MRL games (do not use any other indicators other than Yes or No) on the weekends listed below.

***For those teams that fail to provide availability information to its fellow teams in a timely manner, the MRL has the option to (1) assess fines against your team, (2) determine if your team should not host any matches during the 2017 Fall Season and/or (3) drop your team from participating in the 2017 Fall Season.***

Remember that if your team is unable to play on the Must Be Available to Play Weekend due to a state cup conflict, then your team must be available to play on all other Fall Weekends—All games must be played on or before November 26, 2017.

--August 12-13

--August 19-20

--August 26-27

--September 2-3

--September 9-10 YES Must be available to play

--September 16-17 YES Must be available to play

--September 23-24 YES Must be available to play

--September 30 - October 1 YES Must be available to play

--October 7-8-9 YES MANDATORY All Premier I and 2 teams at U-15 through U-18 are to play in this event in Rockford

--October 14-15

--October 21-22

--October 28-29

--November 4-5

--November 11-12  
--November 18-19  
--November 25-26

### **STEP THREE**

#### **Determination of ONE-OFF MATCHES**

To assist in the scheduling process, we are requesting that One-Off matches (self-scheduled games typically played against another team from within your state or geographic area) be designated BEFORE attempts are made to put the schedule together. In years past, One-Offs were determined after the schedule was created but doing so beforehand will free up more dates for teams to participate in tournaments and schedule State Cup matches.

Please communicate directly with the team official (coach and/or manager) of anyone in our division whom you wish to play in a One-Off. BOTH PARTIES MUST AGREE TO SCHEDULE THE GAME AS A ONE-OFF, and will be responsible for communicating the pertinent details (date, time, location) directly to the DSC up until the final schedule is submitted to the MRL. After that time, all details on one-offs should be communicated to the MRL Commissioner. Teams have until August 25, 2017 to finalize the date, time and site (see Scheduling Policy) of one-offs that can be played up through November 26.

### **STEP FOUR**

#### **Determination of HOSTING SITES**

Teams should let the DSC know of your interest to host and include the dates and number of fields that are available

#### **As a reminder the host club is responsible for any field costs associated with hosting a weekend of games.**

The DSC will compile this information along with team availability data in order to have complete information from teams with options for scheduling. Remember, that the MRL provides MRL hosted sites for use during the season. Refer to the 2017 Fall Season Scheduling Information document for specific sites and weekends.

**Field Space is limited at MRL hosted locations. Games at MRL sites are only confirmed if your division schedule is finalized and the MRL Commissioner confirms that field space is available at MRL hosted sites. Thus, it is encouraged that divisions finalize schedules early in order to secure field space.**

### **STEP FIVE**

#### **The PROPOSED SCHEDULE**

After compiling all of the information (team availability and hosting---a blank form for this division is attached), the DSC will attempt to develop a schedule for the division. The method by which the DSC utilizes in getting to the final schedule is up to the teams within the division. In some cases, teams entrust the DSC to compile a fair and reasonable schedule. In other cases, teams worked together in coordinating the

schedule. ABOVE ALL ELSE, THOSE TEAMS THAT GO OFF AND ARE MERELY CONCERNED WITH SCHEDULING THEIR MATCHES WITHOUT A COLLABORATIVE EFFORT WILL FIND THEIR METHODS TO BE FRUITLESS. It is essential that all teams work together on this or your division will not complete the task of scheduling. **Also, it is counter-productive to begin attempting to schedule until ALL AVAILABILITY from teams has been received. Allow the process to work for you.**

**A reminder from the MRL 2017 FALL SEASON Information Sheet: “All teams understand that this is a Regional League and that teams may travel hundreds of miles to participate in MRL games. The determination of game sites is based in part due to home locations of teams within a division and field availability. Teams understand that they may not play any home games” Also, “Teams should understand that due to the nature of scheduling of games for teams from across the region that scheduling games for the benefit of a single coach who coaches multiple teams should not be expected. Time conflicts will occur for those coaches that coach multiple teams on MRL weekends and the MRL, as well as the other teams within a division, are under no obligation to assist these coaches with their conflicts.”**

NOTE IF REGARDS TO THIRD PARTY HOTEL PROVIDERS...The MRL lists hotel availability at its MRL hosted sites. See:

[http://www.usyouthsoccer.org/mrl\\_fall\\_season\\_hosting\\_information/](http://www.usyouthsoccer.org/mrl_fall_season_hosting_information/)

**The MRL through T3 Travel offers this as a service to its teams. Other third party hotel providers have no association with the MRL. Be alert when working with such providers.**

Any teams participating at Lou Fusz (St Louis) on September 17-18 or at Grand Park (Westfield IN) September 24-25 weekend must use the local hotel provider or face a fine from the MRL

## **STEP SIX**

### **SUBMISSION OF FINAL SCHEDULE**

Once **all teams have agreed to the entire schedule**, the DSC will submit the final schedule in excel format using the schedule template that will be provided by the MRL for final review/approval (primarily to coordinate play at MRL sites).

Changes to teams in divisions and schedule process may be changed should circumstances warrant at the decision of the MRL.

Good luck to all.