



US YOUTH SOCCER NATIONAL LEAGUE GREAT LAKES CONFERENCE 2021 FALL SEASON MANDATORY SCHEDULING MEETING INFORMATION

Subject to change as of July 15, 2021

This document outlines the scheduling meeting information needed for the upcoming USYS National League Great Lakes Conference Fall season **mandatory** scheduling meetings. Be sure to read through this **entire** document so that you are familiar with all aspects of the scheduling meeting process. These meetings are held in person; team cannot call in or attempt to attend electronically. ALL teams agreed to this in the disclaimers on the conference application in GotSport.

Scheduling for **ALL** teams will be done by the respective teams within your assigned division on **Wednesday, July 28 (ALL Divisions)** at the Great Lakes Conference **mandatory** scheduling meetings based on the availability and hosting information provided by the teams. If a team does not provide availability information to the group at the time of the meetings, then the team will be presumed to be available for all weekends. **If a team fails to attend the mandatory in person 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. **It is our expectation that COACHES, or club DOC's attend these scheduling meetings. Team admins may attend, but it is NOT recommended.**

Fall Season play may begin on August 7, 2021. All games must be scheduled to be played on or before November 7, 2021. Fall Season Great Lakes Conference teams **must be available to play** on the following weekends (**September 11-12, September 18-19, September 25-26 & October 2-3**). Teams are excused from Great Lakes Conference play during these weekends **only** for State Cup play.

MANDATORY IN PERSON SCHEDULING MEETINGS

Wednesday, July 28, 2021 (ALL Divisions)

LOCATION

Nationwide Hotel & Conference Center
100 Green Meadows Dr S, Lewis Center, OH 43035

TIMES

Boys 13U (All Premier Colored Divisions)	10:00am – 11:30am (EST)
Girls 13U (All Premier Colored Divisions)	11:00am – 12:30pm (EST)
Boys 14U (All Premier I and Premier II Divisions)	12:00pm – 1:30pm (EST)
Girls 14U (All Premier I and Premier II Divisions)	1:00pm – 2:30pm (EST)

MEETING SCHEDULE & INTRODUCTION

One age group will be assigned to a time slot, seen above. Please arrive 15 minutes prior to the start of your assigned time to check in and to receive updated information for the scheduling process. Note, we have found that in the past, team representatives arrive early for these meetings. We understand some team reps may already be in the room from other age groups, but you **MAY NOT** start scheduling until your **actual start time**. If a team representative is not in place by the official start time, other reps 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. Teams will have the opportunity to develop and finalize their schedules, face-to-face, with other teams within their division. We expect to come out of this meeting with game schedules completed. **It is our expectation that COACHES, or club DOC's attend these scheduling meetings. Team admins may attend, but it is NOT recommended.** Many clubs will send 1-3 coaches to schedule all ages for their whole club.

GENERAL SCHEDULING INFORMATION

Conference schedules will be overseen by the League Manager, who will have sole discretion in the manner by which 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 attend this meeting and play on the published dates for the conference. The fall season begins on August 7 and games must be complete on or before November 7.

OVERVIEW

The Great Lakes Conference provides the opportunity for teams to schedule all games in a division in accordance with Great Lakes Conference Operating Procedures (COP's). 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. At the start of the mandatory scheduling meeting, a Division Scheduling Coordinator (DSC) will be assigned to each division by the group. The DSC will be responsible for completing the master sheet, having all teams sign and handing it to the scheduling staff to make copies to distribute to each team.

Time conflicts will occur for those coaches that 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 in accordance with Conference Scheduling Procedures. Please ensure that you understand these reschedule procures as it will save your team a lot of potential difficulties down the line.

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 at the time of scheduling, otherwise host bears all costs.

Club Hosting: A team hosts a number of teams over a weekend amongst teams from within its division. 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 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.**

CONFERENCE HOSTED WEEKEND

The Conference hosted weekend will take place on the following weekend:

Fall Season 2021

September 25-26 Westfield, IN Up to 20 fields (turf and grass) \$200 per team (3rd match an extra \$100)*

*Denotes a Stay to Play weekend. We are required to use the housing companies in order to use these state-of-the-art facilities on this weekend. Housing information will be posted on the conference website after the scheduling meetings have been completed.

Please note that for all event weekends the per team fee covers 1 or 2 matches. If teams choose to only play in one match this fee cannot be prorated. For 3rd match fee details please see above. The fee's associated with these event weekends are to cover additional facility fees, staffing, medical coverage, event equipment etc. These event fees are in addition to your conference registration fee. ANY team that withdraws from a conference hosted event after the scheduled dates (not times) have been posted MUST still pay the event fee for that specific event.

Clubs in Indianapolis will NOT be allowed to host club hosted events or one-offs in the Indianapolis area on the same weekends as our conference hosted event weekends at Grand Park. If clubs attempt to schedule game to coincide with these weekends, they will not be accepted by the league. This is due to the size of the events at Grand Park and our local assignor's inability to cover additional games. This is not only requirement of the league, but also Indiana Soccer.

SCHEDULING GROUND RULES, PROCEDURES & POLICIES

The goal is to come out of this process with your Great Lakes Conference schedule for the 2021 Fall Season. Each game should 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 with opponents from within their own state association, may opt to play OneOffs (or Self Schedule Games – ie. teams set their own date, time and location). There is no limit on the listing of OneOffs (Self Schedule Games). However, the designation of which games are One-Offs (Self Scheduled Games) must be firmed up. Once it is agreed that certain games shall be One Offs/Self Schedule Games, then those games dates must be submitted to the league by the first day matches can be played, August 7, 2021 (See COP's for sanctions if games are not confirmed by August 7, 2021).

Make sure that all team coaches and team administrators take the time to read through the COP's with regard to all of the Scheduling Rules, Procedures and Policies. It is your responsibility to be aware of the information in this document and it will help you during this scheduling process and following this meeting.

SCHEDULING MEETING GUIDLINES

- Do not start meeting until your scheduled start time or ALL team reps are at the table.
- Come prepared! Make sure you have all over your team availability to hand. We have provided you with an Availability Sheet to complete ahead of time with your teams availability. You must have this to hand at your allotted meeting time.
- Make sure that all team reps have read through the Scheduling Meeting Information document and are fully aware of the league scheduling procedures and policies.
- Assign one person to act as the Designated Scheduling Coordinator (DSC). This person completes the Master Schedule to hand into 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 at the time of scheduling. This cannot be added on after the fact. The only exception would be a last minute reschedule to turf due to potential weather cancelations.
- Any one offs should have at least a date and HOST. We must have full game details by August 7 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 have the DSC read off the final master schedule so that each team can check their individual team schedules against it.
- Do NOT leave the meeting until ALL reps 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.
- You should take a photo of the signed master for your records; you will need this if there are any discrepancies. Copying facilities are available onsite.

REFEREE ASSIGNING

As soon as the scheduling process is complete your next task must be contacting your local referee assignor. Due to the shortage of match officials, any team that is hosting games, 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 referees to conference hosted event weekends. For any Club hosted or one-off games, it is the host teams responsibility to confirm referees. If the game is played at a neutral site, there will still be one of the teams that is designated as host and it is their responsibility. 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.