



## Scheduling Rules and Procedures

**Scheduling Tool.** We will use Google Calendar as the Field Scheduling tool. Each coach will be given access to the Google Calendar for the fields available for their level of play. The calendar will show up in your personal google account once you accept the invitation to the field calendar (**Appendix A**). If there is not a conflict the coach can update the calendar to lock in the practice on that date (**Appendix B**). In the title please enter the **event type (coach name-level)** (**Appendix C**). Make sure to update the **date** and **calendar drop down** to the field of choice (**new events automatically default to your personal calendar which will not be seen by others**) (**Appendix C**). This is a live document that you can make changes to during the season if you need to reschedule games or practices and it will show up on the calendar for all coaches. **If the google calendar is not updated then you do not have permission to use the field.**

**Practice Schedule.** Schedule practices (up to 2x/week) in 1.5 hour intervals **Practice (coach name-level)** every Sunday for the upcoming week. The timeslots are from 5:00-6:30 and 6:30-8:00 for weekdays and 1.5 increments on the weekends starting and finishing at any time.

- a. One (1) additional practice can be scheduled on Monday after all coaches have had an opportunity to schedule two (2) practices on Sunday.
- b. One (1) additional practice can be scheduled on Tuesday after all coaches have had an opportunity to schedule one (1) additional practice on Monday.
- c. Any practices scheduled beyond the upcoming week will be removed from the schedule.
- d. ***Any coach who schedules more than two (2) practices for the upcoming week on Sunday will have all practices they scheduled removed and they will have to reschedule the calendar with two (2) practices. The same rules apply to the additional practice scheduling.***


**Game Schedule.** Game schedules will be entered in the same calendar. **Games scheduling always takes priority over practice scheduling, including rescheduled games.**

- e. Coaches are responsible for updating the schedule for games that have been cancelled or rescheduled. Please ensure we are keeping the schedule up to date for proper utilization and the efficient use of field maintenance (see below).
- f. Rescheduled games can be entered at any time into the calendar if the date is open **Game (coach name-level)**. If there is a practice already scheduled on the date you would like to reschedule a game, please reach out to both the WTAA commissioners and Coach who has the scheduled conflict. The schedule will be updated as long as another team has not requested a rescheduled game in the time slot.

**Field Maintenance.** Field maintenance will have access to the calendar and prepare the fields for games. Please make sure the calendar is updated to ensure they do not have to unnecessarily prepare the field for a game that has been cancelled.

## Appendix A

≡

 Calendar

Today

< >

Mar – Apr 2021

Create

28 29 30 31 1 2 3

4 5 6 7 8 9 10

Search for people

My calendars

☒ Brett Vroman

☐ Contacts

☐ Family

☐ Reminders

☐ Tasks

Other calendars

☒ Park A

☐ Holidays in United States

	SUN 28	MON 29	TUE 30	WED 31
GMT-04				
7 AM				
8 AM				
9 AM				
10 AM				
11 AM				
12 PM				
1 PM				
2 PM				
3 PM				
4 PM				
5 PM				

Appendix B

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Add title

Mar 29, 2021

5:30pm

to

7:00pm

Mar 29, 2021

Time zone

☐ All day

Does not repeat ▾

Event Details

Find a Time

Add Google Meet video conferencing

Add location

Email ▾

10

minutes ▾

×

Notification ▾

30

minutes ▾

×

Add notification

Brett Vroman ▾

▾

Busy ▾

Default visibility ▾

Guests

Add guests

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

## Appendix C

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Practice (Vroman-Minors)

Save

More actions

Mar 29, 2021

5:30pm

to

7:00pm

Mar 29, 2021

Time zone


Date (follow timing intervals)

☐ All day


Does not repeat

Event Details

Find a Time




Add Google Meet video conferencing




Add location


No need to update as the below section identifies location




Add notification



Park A





Update to field or will not log if on personal calendar





Busy


Default visibility


























Add description

Guests

Add guests

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

Appendix D

29

Calendar

Today

< > Mar – Apr 2021

🔍 ? ⚙️

We

Create

14

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16

17

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19

20

21

22

23

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25

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28

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31

1

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6

7

8

9

10

👤

Search for people

My calendars

^

✓

Brett Vroman

□

Contacts

□

Family

□

Reminders

□

Tasks

Other calendars

+

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✓

Park A

SUN

28

MON

29

TUE

30

WED

31

THU

1

FRI

2

GMT-04

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

Practice (Vroman-Minors)  
5:30 – 7pm

Gutekunst - Farm  
6 – 7pm

Gutekunst - Farm  
6 – 7pm

Event saved

Undo

✕