



Game Scheduling Process and Rules

Scheduling Rules:

1. CSL Administrators will generate initial home and away team schedules.
2. Schedules shall provide teams with around eight (8) scheduled matches.
3. CSL Administrators will consider special scheduling requests or Club field restrictions from Club Administrators and Directors of Coaching.
4. Where possible, CSL Schedules will be balanced to allow clubs approximately half of their total games at home for each scheduling date and to accommodate Club field restrictions.
5. Participating Clubs shall be responsible for entering match locations and times for their associated team's home games.
6. Clubs and teams shall consider travel time for visiting teams when creating schedules; teams shall not be expected to depart prior to 7:00am to arrive thirty (30) minutes in advance of game time (e.g., a team that has a two (2) hour travel time to a game should not be

scheduled prior to 9:30am (e.g., depart at 7:00am to arrive at 9:00am for a 9:30am game).

Rescheduling Rules:

1. CSL supports teams rescheduling matches by mutual agreement.
2. Teams may mutually agree on any reschedule for any reason provided:
 - a. The reschedule is approved by both teams and complies with any home team field and referee assignor procedures. Home team Club must approve any rescheduled game.
 - b. Teams are encouraged to publish the date, time and location to the schedule prior to 9 pm seven (7) days in advance of the originally scheduled match to minimize disruption for families, field and referee schedulers.
3. Valid reasons for a reschedule without mutual agreement after the schedules are final shall be:
 - a. Inclement weather.
 - b. Field unplayable, as determined by the Club or League Administrator.
 - c. Field unexpectedly unavailable, as determined by the club or league Administrator.
 - d. A team is accepted into a sanctioned USYS weekend tournament or USYS event.
 - e. A team has 5 or more players attending ODP State tryouts.
4. Teams shall work to find a mutual date for games being rescheduled under #3.
5. CSL Administrators shall have authority to resolve any conflict over rescheduling.



The steps below will explain How to Schedule or Edit a Game as a Coach/Manager.

Step 1: From you Coach/Manager Account Dashboard select "Team Scheduling".

The screenshot shows the GotSport dashboard for a Coach/Manager. The top navigation bar is green with the GotSport logo and user icons. The main header area displays the user's profile: Jordi Garcia, jordi.garcia@gotsport.com, with an 'Edit' button. Below the profile, personal details are listed: DOB (06/13/1992), Address (1259 3rd Street South, Jacksonville, FL 32233, US), Phone (904-999-9999), and Mobile Phone Number (904-746-6667). A 'View Full Profile' link is also present. The main navigation menu includes: Dashboard, Account, Reporting, Team Management, Team Scheduling (highlighted with a red box), Program Registrations, Forms, Referee, and Family. The content area shows two team profiles: Chesterfield FC (AA, US) with a role of 'coach', level 'Try-Outs', and affiliate 'USYS'; and GotClub (Naples Beach, FL, US) with a role of 'admin'.

Step 2: Here you will select the Name of the event.

The screenshot shows the GotSport Team Scheduling page. The top navigation bar is green with the GotSport logo and user icons. The main navigation menu includes: Dashboard, Account, Reporting, Team Management, Team Scheduling (highlighted with a green box), Program Registrations, Forms, Referee, and Family. The content area displays a table titled 'Events' with the following data:

Event	Matches Count	Created
Chesterfield Sunday League 2021 - Chesterfield FC	50	October 19, 2021 16:50
FA Cup - Chesterfield FC	5	September 25, 2021 13:31
20/21 Fall League (DP use) - Mamba FC	115	November 04, 2019 19:52
EDP League 2021-2022 - Mamba FC	8345	April 27, 2021 20:34
State League 2021 - Mamba FC	32	February 12, 2021 19:45

Step 3:



Once the calendar appears on the right-hand side you will click on the Day of the game you are scheduling.

08/01/2021 Search Filters Venue View

< > Aug 1, 2021 (EDT) < > Oct 2021

Venues	8am	9am	10am	11am	12pm
Paradise Sports Comp					
Paradise Sports Comp					
Proact Stadium-Stadlu					
Wembley-Wembley Fu					
Wembley-Wembley					

Unassigned Matches
Drag matches here to unassign them

Support

Step 4:
Under the Unassigned Matches, you have two options to schedule it.
Option 1: Drag and drop the Crosshair to the time/field you are assigning it to.

2021-10-23 Search Filters Venue View

< > Oct 23, 2021 (EDT) < > Oct 2021

Venues	8am	9am	10am	11am	12pm
Paradise Sports Comp					
Paradise Sports Comp					
Proact Stadium-Stadlu					
Wembley-Wembley Fu					
Wembley-Wembley					

Unassigned Matches

12 Division 1 Bracket A Chesterfield FC Chesterfield FC ECNL 06 m vs. GotSport Support Training Olympiacos Edit

Support

Or - option 2: Select Edit to the right of the unassigned match.

The screenshot shows the GotSport web application interface. The top navigation bar includes links for Dashboard, Account, Reporting, Team Management, Team Scheduling (active), Program Registrations, Forms, Referee, and Family. The main content area is titled '2021-10-23' and features a 'Venue View' calendar for October 23, 2021 (EDT). The calendar shows a grid of venues and fields. A red box highlights the 'Edit' button next to an unassigned match for Chesterfield FC ECNL 06 m vs. Olympiacos.

Here you will fill out the "Venue", "Field", "Status", "Start Time", and "End Time". Once complete you will hit the "Save" button.

The screenshot shows the 'Edit Match' modal form in the GotSport web application. The modal is titled 'Chesterfield FC ECNL 06 m vs. Olympiacos'. It contains the following fields: Venue (Wembley), Field (Wembley Full Sided), Status (Scheduled), Start Time (08:00), and End Time. A red box highlights the 'Save' button at the bottom of the modal. Below the fields, there is a section for 'Match Time at Venue', 'Match Time in Your Timezone', and 'Match Time in UTC'.

Whether you choose option 1 or 2 the scheduled game will show on the calendar as in the example below.

The screenshot displays the GotSport web application interface for team scheduling. The top navigation bar includes links for Dashboard, Account, Reporting, Team Management, Team Scheduling (active), Program Registrations, Forms, Referee, and Family. The main content area shows a date range of 2021-10-23 with search and filter buttons. A venue view calendar for October 2021 is shown on the right. The main scheduling grid for October 23, 2021 (EDT) shows a match scheduled for 10am at the venue 'Wembley-Wembley'. The match details are: #12 Division 1 - Olympians (A) at Chesterfield FC ECNL, 06 m (P). A red arrow points to the match entry in the grid. Below the grid, there is a section for 'Unassigned Matches' with a note to drag matches here to unassign them. A 'Support' button is located in the bottom left corner.

Venues	8am	9am	10am	11am	12pm
Paradise Sports Comp:					
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Proact Stadium-Stadi:					
Wembley-Wembley Fu:					
Wembley-Wembley					

Oct 23, 2021 (EDT)

Unassigned Matches
Drag matches here to unassign them

Support