



Louisiana Classic Soccer League

Scheduling Handbook

Step A. Field and Referee Availability

When and where LCSL games can be played completely depends on when a field and referee crew is available. This process varies from club to club. It is important that each manager understands and follow your club protocol on how to schedule games.

Step B. Team Coordination

Each Coach and Manager should –

- ✚ Review your league bracket and your home & away games. These games ARE NOT scheduled – the dates are placeholders for when you and your opponent OFFICIALLY schedules the game.
- ✚ Work directly with the other team’s managers and coaches. It is recommended to use the “Chat” function to keep track of all the communication. If the you have issues with no response, try texting. Be sure to include the coach and manager.
- ✚ Draft a tentative schedule that reflects all potential conflicts.

Step C. Team Scheduling

Each team has their bracket information and who is designated as the home/aways teams. In crafting a team’s schedule, Managers and Coaches should take all the following into account:

- ✚ Upcoming tournaments
- ✚ Coaching conflicts
- ✚ Holidays
- ✚ School and Church events affecting members of the team
- ✚ ODP training and events
- ✚ Travel to and from
- ✚ Prom, Homecoming, ACT dates, spring breaks
- ✚ Festivals, College sports, Saints and other social events

LCSL Scheduling Process

Below is the Team Scheduling Process. All schedules must be completed on or before September 30th (fall) and March 3rd (spring). **40% of the game must be scheduled in the fall.** High School teams may be the only exception. If a team is having difficulty scheduling or is not receiving cooperation from an opposing team, the team may ask LSA to assist or intervene. **All teams should know their club policy on how to schedule and secure a field and referees.**

Step 1 Team Communication

Teams should reach out to their opponent via chat (preferred), email and or text on a

date and time. It is recommended that teams discuss a 1st and 2nd option in case fields or referees are not available. Team representative should respond within 48 hours of the request. Teams Shall cooperate with each other throughout the year in the scheduling process and shall be reasonable and accommodating each other.

Step 2 Home Team secures Field and Referees

The home team emails their Club's Field Assignor to find out if field/referees are available on the agreed upon date/time.

- If there is NOT a field ore referees available return to Step 1 to agree on a different date/time.
- Depending on the club, your Field Assignor may handle both fields and referees. If not, you would contact the Referee Assignor next to secure refs.
- If there IS a field and referees available, the home team will communicate the game information to their opponent and proceed to Step 3.

Scheduling Games in GotSport – *Teams can only schedule games that are at their HOME FIELDS*

The home team's Manager or Coach logs into their GotSport Account/Dashboard.

- ❖ Select Team Scheduling
- ❖ Select the Name of the Event
- ❖ Once the calendar appears, click on the placeholder date or type it in the search bar -
 - 11U/12U – Placeholder date – November 11, 2024
 - 13U – 17U – Placeholder date – April 15, 2024
- ❖ 18U/19U – Placeholder date – March 17, 2025
- ❖ Once your games are listed under Unassigned Matches, find the game date and drag and drop (+) on the time and field agreed upon.

When scheduling in the system, DO NOT fill in STATUS. Please leave blank.



2020-08-22 Search Filters Venue View

Aug 22, 2020 (EDT) August 2020

Venues	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
▼ Fields										
Turnbull Sports Comp										
Turnbull Sports Comp										
Turnbull Sports Comp										

Unassigned Matches

+	47	Boys U13	Bracket A	GotSoccer Zoccer Milan Test	vs.	Force Soccer Club Cyclones 2007
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Help

In the event teams fail to communicate or cooperate with each other, LSA shall have full authority to schedule the game. The home team will present its possible dates and the visiting team will present its reasons those dates don't work. If an agreement cannot be reached, the visiting team will list their available dates and so forth. Both teams should be ready for a zoom meeting, with LSA, to seek a swift resolution.

Should LSA determine that a team's failure to communicate or cooperate with another team is unreasonable, the team shall be subject to loss of home field advantage.

Summary

The scheduling workload is done up front and in this incredibly hectic world, it is important for everyone to know their soccer schedule prior to the start of the season. The key to success, in any organization, is teamwork. That is certainly the case here. Communication and cooperation are key elements to this new process and must be observed at every turn.

