

## Game scheduling information

Games schedules are built on field and referee availability, without either of them the game can not be played. After the schedule is made the “coach conflict” tab is used to search all head coaches listed on rosters playing in the recreation league to see if there are any overlapping game conflicts. (This does not check if you are also coaching a competitive team) Once the schedule is checked by the referee assignors and clubs the official schedule will be released and no changes will be made unless proper procedures are followed.

*(It is recommended that head coaches look to find an assistant or someone that can step in incase something happens that the head coach cannot make it. Anyone who is with the kids and on the team sideline must have completed all the required training and have a KidSafe card.)*

## Procedures for game changes after the final schedule has been posted

It is the responsibility of the coach needing the change to complete all the steps. The other coach in **not** obligated to agree to a change, and if a reschedule cannot be agreed on the coach that could not make the originally scheduled game will take a forfeit. *(If a team is short players the other coach does not have to play down to the same number as the other team)*

Game changes must be made at least **one week** prior to the scheduled game, unless both coaches and the club where the game is to be played are in agreement.

- 1) Coaches wanting to request a game change shall contact the opposing coach and reach an agreement on a date, time and field location for the reschedule. (Contacting the coach can be done within your GotSport account)
  - Once logged in click Team Management tap on top.
  - Click where it says Matches in the box below.
  - Go to the drop-down box and select your team.
  - Go to the next drop-down box and select the event, click search.
  - You will see your schedule, and the end of each game you will see a chat icon. 
  - Click it to see match info, other team contact, and have ability to send messages.
  - Once a message is sent the other team will receive an email letting them know they have a message in GotSport

- 2) After the coaches have agreed to a game change that includes, date, time, and place, the requesting coach will need to contact the club where the game is to be played and receive approval. It is recommended to involve your age group manager and if not being played at your home field the other clubs age group manager as soon as possible. Include match number when contacting the clubs. Age Group Manager are the best option.
  - The club will approve or deny the request being made.
  - If approved the club will assist in seeing if referee coverage is available.
  - Once approved and referees are available the club will contact the BYSA scheduler via email. They will let the scheduler know that all the requirements for a reschedule have been met and request the game be officially rescheduled to the new day, time, location.
  - Do not send to the BYSA scheduler until all requirements have been met. If an incomplete request or not sent by a club referee assignor / Age Group Manager / or President, the request will be kicked back to follow procedures.
  
- 3) Once the game has been rescheduled the BYSA scheduler will inform the club and coaches by email, through GotSport, that the game has been rescheduled.

## **Printing match cards**

- Follow all steps to in game changes to get to the chat icon. This time click the ...
- Click print match card, standard, export.
- Both teams should print out a match card and bring it with them for the referee. The referees do not have access or the ability to print a match card.
- If no match card is presented the referee, they have a choice of getting a blank piece of paper and handwriting the required information on that as an official match card. The referee is under no obligation to do that and can decide the game will not be played.
- In that case they will notify the club referee assignor and let them know why the game was not played. The game might not be rescheduled and will result in a 1-0 loss for the home team.

# Entering scores

- 1) All scores for U11 – U14 played locally in BYSA brackets must be entered **no later than** Monday following the game played. After Monday teams will not be able to enter scores and it could take a few weeks for scores and standings to be updated.
- 2) Scores must be entered by the winning team. In case of a tie the home team is required to enter in the score. If scores are not entered and verification of the score can not be done by official match card, the score will be entered as a 0-1 loss for the home team.
- 3) Entering scores can be done a few different ways.
  - You can scan the box at the top of the match card, open link, scroll to the bottom of the page and enter score.
  - From your GotSport account follow same steps as game changes and printing match cards.
  - Click the ... and select match stats, enter the score. Both home and away teams can do this from their GotSport account.