2016 MANAGERS MANUAL

Welcome to the Michigan Eastside FC Managers page. This page is designed to provide our team managers with guidelines and resources to assist them in their manager role. Many of the following suggestions/guidelines are from current or previous managers. Important Contacts you will need:

POSITION	NAME	CONTACT PHONE	CONTACT E-MAIL
Registrar	Tracy Gusmano	313-458-8661	registrar@eastfc.org
Director of **Boys** Select	David Miller	313-523-8326	boyselect@eastfc.org
Director of **Girls** Select/MYSL Delegate	Curt Weiermiller	313-447-5857	girlselect@eastfc.org
Director of Referees/MSPSP Delegate	Tom Corsentino	586-709-3509	referee@eastfc.org
Director of Equipment	Bill Simonson	313-701-3900	equipment@eastfc.org
Director of Field Scheduling	Dan Friedel	313-819-7776	scheduling@eastfc.org
Sponsorships & Fundraising	Mary Kohler	313-882-4461	fundraising@eastfc.org
Director of Marketing/Publicity	David Johnston	313-585-3179	marketing@eastfc.org

INTRODUCTION:

Thank you for volunteering to serve as a team manager. Your role as team manager is instrumental to the success of your team and our club. To be successful, we have put together this manual to give you the necessary tools and "how to compile" from your team manager support network. Important to note is that this is a "working" manual; it will be continually revised with periodic updates to be posted online @ eastfc.org, under the "Resources" tab.

The team manager role is a commitment. If you feel you cannot fulfil the responsibilities alone, please enlist another parent to share the responsibilities with you or talk with the coach to see if another parent would be better suited to assume the role. In an effort of continuous improvement, if you discover short cuts, helpful information, or other successful ways to improve the Team Manager responsibilities, please share them with us so we are able to share best practices with other managers. Remember, while your role entails a great deal of managing, organizing, and paperwork, always consider the well being of your players first.

Thank you again for volunteering and for helping to make this a great year in club soccer!

TEAM MANAGER RESPONSIBILITIES:

Every soccer team has at least one designated team manager responsible for administration and coordination of the team's activities and communication between the families and coach. The team manager is critical to the success of the season and directly impacts the positive experience of the families involved. The **coach** is to instruct the players in their soccer skills and direct the players at practices and at games. The **team manager** handles the "off the field" activities. As a team manager, you will need to be registered with your club and corresponding league, which is done through our club registrar. Coaches and managers also require a risk management card, which are processed through the Michigan State Youth Soccer Association (MSYSA). More info and the link to apply are on page 3 of this manual.

FOR IMMEDIATE CONSIDERATION:

Upon registration of your son/daughter online, you can volunteer to be a team manager or you may speak to your coach directly. If a manager has not yet been selected, and you have already registered your son/daughter, then please send an email to Tracy Gusmano - registrar@eastfc.com to let her know you are interested in managing. She will provide further instruction to you.

TRYOUTS:

Tryout day is hectic for everyone. Preparation beforehand will make the day go smoother. Managers from both the prior year and new managers are expected to help with the registration process. Please read over the tryout procedure document {embed} to familiarize yourself with the process. To prepare for tryouts we suggest that you prepare individual folders with all of the necessary paperwork, and distribute them to the families after a commitment has been made by the coach. Fill in all the information you can, i.e. accurate team and club name, before you hand out the forms. You will want to assist families with filling out the paperwork to avoid having to make corrections later. If a new manager will be taking over, it is important that you work together to ensure a smooth transition. All offers will be sent out via online after you provide the registrar with your confirmed team list of players. This should occur within 24 hours after tryouts are complete. An offer will then be sent to the players for the player/parent to accept the offer online. During this time, it is important that the team manager be available to answer any questions that parents may have about the team, especially if new to the team.

After Tryouts:

A follow up meeting with your coach should take place within 10 days after tryouts for parent/players to welcome them to the team and club. The coach and the team manager should have an ongoing dialogue about roles and expectations for your team.

Prior to the meeting, the team manager will be responsible for sending to all players a welcome letter/email to include the following documents that should be brought to the player/parent meeting complete:

1. Signed Contracts - print the contracts your team needs based on League (MYSL, MSPSL, etc.)
2. MSYSA Parent & Athlete Concussion Information Form Required for all teams and leagues.
3. Team Information Sheet
4. Financial Commitment Letter
5. Copy of player's Birth Certificate or prior MSYSA player card
6. Medical Release Form (it is recommended that you ask the parents to have these notorized, as several tournaments require notorized copies - it will save you time from re-requesting the info. prior to a tournament!)
7. One small photo (1.5" x 1.5") for player card

It is helpful for the manager to have a check list form of the items required above. As the parents return the required information you can check off the pieces of information and make sure you have collected everything you require before the parents leave.

We have tried to write the managers manual to cover issues as they occur. After tryouts you will have a lot of organizational needs and some of our sample forms used by other managers may assist you. Use what works best for you!

Team Uniform Orders:

Team Uniform Orders are done online via Team Gazelle. Once your players accept a position on the team, you will be responsible for creating the team roster in teamgazelle.com that will include their jersey #s. It is very important that you check to ensure there are no duplicate jersey #s on your players. Typically, returning players are given the preference to keep their number if there is a conflict. Once you submit your roster, every player will receive an email to order their uniform that will include the pieces they need to order.

Once you click on the link, it will bring you to the team page to order the uniforms. Team jackets and sweat pants, while recommended, are optional. You have a very tight deadline to submit your uniform order. If you do not meet these dates, there is no way we can guarantee you will receive your order before your first game. If you order any items requiring customization (i.e. jersey, warm-ups or bag) after the deadline there could be a $25.00 late charge per item throughout the entire season.

LEAGUE REGISTRATION:

Risk Management:

Risk Management is an essential aspect of all soccer programs and is overseen by the Michigan State Youth Soccer Association (MSYSA). All coaches, assistant coaches, and managers are required to have Risk Management cards before you create your roster. Most tournaments will require a copy of these cards, and league referees may ask to see them. Please ensure that your team is in compliance. There is a $10.00 fee for Risk Management applications through MSYSA. The state no longer issues temporary risk management passes. All applications must be submitted well in advance of tournament or league play so check the expiration dates on your risk management cards.

Where to apply: Risk Management certification or "Background Checks" are maintained through GotSoccer. If you don't already have a GotSoccer account, please contact the club registrar to have one established on your behalf. Do NOT create a general GotSoccer user account, this will not have MSYSA's background check information. Your account must be created by your club registrar. To obtain or renew your Risk Management Card you must log in to your Coach/Manager Got Soccer account. If you are a new Manager, please contact Eastside FC registrar to obtain your Got Soccer log in.

Please visit the Risk Management section of MSYSA website directly. {www.michiganyouthsoccer.org/page522.aspx}.
There are several articles and procedures to print, read, and keep in your notebook about Lightning, Net Safety, etc. As a manager, you are expected to be familiar with these policies/procedures. Keeping a copy in your manager notebook can be helpful in the instance there is a question regarding a safety policy.

Club Registration:

MSYSA uses Got Soccer to create rosters and pass cards. We also partner with Bonzi for the processing of our team payments. Once you have given Tracy Gusmano your list of players at tryouts she will move the players from the tryout registration file to your roster. The parents will receive a registration link from Tracy in which they will need to log in with their username and

password. The parents will be required to input their payment method to accept the registration. Tracy will download the information and email the file to each manager to verify against the Player Information Form you collected at tryouts.

Soccer Leagues:

There are three primary leagues – MYSL (Michigan Youth Soccer League), MSPSL (Michigan State Premier Soccer League), and MRL (Midwest Regional League). MYSL covers all age groups U7-U19. MSPSL and MRL are leagues for U13-U18 teams. You can find out more information at michigansoccer.com (MYSL), mspsl.org (MSPSL), and midwestregionalleague.com (MRL).

Please discuss appropriate placement with your coach regarding the league, and division within the league, that your team should participate in.

MYSL Registration:

1. Each new team must go to **MICHIGANSOCCER.COM** and fill out the Team Affiliation Form, and click the 'submit' prompt. A confirmation that this form was submitted must be included in your registration packet.
2. **After completing online registration**, go to Bonzi and log back in to your member account, click on your team name and then PRINT ROSTER. (Print 3 **copies of a pre-printed roster** with players' names in alphabetical order (the system automatically puts them in alphabetical order). Coach and manager's full name, address, phone number and risk management number must also be listed.
3. **Each player must have:**
    1. Proof of age, where required (new MYSL players only).
    2. Parent/Athlete Acknowledgement Form (AKA concussion form) must be signed and you are required to keep it. If MYSL at any time needs these forms, you will have 72 hours to submit them to us.
4. **Official MYSL Registration Form** with picture (size 1-1/2" x 1-1/2" or smaller) paper-clipped in upper right-hand corner with players name on the back of each picture.
5. Coaches, assistant coaches and managers **are required** to have pass cards **and** Risk Management Numbers. Submit picture (size 1-1/2" x 1-1/2" or smaller) with name on back.
6. All coaches and managers must complete the Heads-Up Concussion Training Video and submit proof of completion at the time of registration.

PLEASE REMEMBER ONLY COMPLETE PLAYER REGISTRATION WILL BE ACCEPTED. ANY PLAYER AND/OR TEAM OFFICIAL WHO DOES NOT HAVE ALL REQUIRED REGISTRATION MATERIAL WILL BE REMOVED FROM YOUR ROSTER, AND WILL BE CONSIDERED A LATE ADD. LATE ADDS ARE $30.00 PER PLAYER/TEAM OFFICIAL, BEGINNING THE DAY AFTER OUR OFFICIAL REGISTRATION DATE THRU MYSL PACKET DISTRIBUTION AND $100.00 AFTER DISTRIBUTION.

MSPSL Registration:

For U13 teams and those who elect to play premier, MSPSP registration instructions will be provided at tryouts. Please check the Premier website at http://www.mspsl.org/clubsite/?p=1127 for additional information or contact Dave Miller with questions.

MRL Registration:

If your team is interested in playing MRL for the upcoming seasonal year, please speak to your Director of Select Travel who can provide further assistance to ensure your team meets the minimal requirements

Player Pass Cards:

Player pass cards are official identification and should never be copied or tampered with. Using illegal passes or illegal players can have severe consequences to the player, coach, team manager and the club. You or the coach MUST have the pass cards in order to play a game. Always make sure the referee returns your passes to you or the coach after the game.

For those playing MYSL, pass cards are laminated by the league. For age groups above U13, if you play another league, it is recommended that you laminate your team's cards to protect them from wear and weather elements. There are office supply stores or copy centers that provide laminating services, or you can purchase self-laminating sheets. You will also need photo pass cards for head coaches, assistant coaches, and managers. The easiest way to keep your player cards together after they are laminated is to place them on a labeled key ring or binder ring by punching a hole in the upper corner opposite the photo. Generally, organizing them in alphabetical order so that they match the roster sheets is best. It will save time during check-in before games and at tournament registration.

PRE-SEASON ORGANIZATION:

Team Binder:

You will be the keeper of a lot of information and gear. We've found that the best way to keep all of it organized is to create a team notebook. A 3 ring binder that has a zipper to keep everything inside and dry is best. Otherwise it is recommended to use sheet protectors to protect rosters, birth certificates, medical releases, etc. A zipper pouch is useful to hold pens and keep pass cards secure. You will need to carry all necessary forms while traveling with the team. Keep them in your notebook. Here are some suggested tabs for your notebook:

Contact Information

- Contact information (form was recommended earlier) for all players and parents
- Contact information for coach with home address/phone numbers
- Risk Management Cards for Coaches and Managers
- Contact information for referee assignor, in case a referee does not show up to a game
- Contact information for field assignor, in case there is a conflict with your home field availability

Schedules

- Calendar of all practices, games, friendlies, tournaments, etc.
- Copy of game schedules

Check Lists

- This form is suggested as a way to organize your email responses or team questions. For example if you ask the parents a question you now have a spot to write down each response so that you know you have heard from everyone and have a record of response that you can refer to later without looking at every email again.

Results

- Throughout the year you will be asked either by the coach or parents what was the result of a game you played previously. It is helpful to have a snapshot of your yearly results like this sample. Have one for each year that you know the results for. Also, have a team record (W-L-T) for every league and tournament for at least a year and a half – many tournament applications ask for this information in order to determine division placement.

Club Information

- Copy of Club Directory
- Copies of maps/directions to game locations
- Manager meeting minutes

League Info

1. Official State Roster. Make several copies, but keep your original on file
2. Copy of League Rules
3. Copy of Referee fee schedule if not noted in rules
4. Contact info for other teams

Medical Releases

- Forms signed, notarized and in alphabetical order. (Make an extra copy for the coach to carry at all times. Most parents come to games, but many do not stay at practices.)

Birth Certificates

- Forms in alphabetical order

Tab for each Tournament planned

- Travel permit from MSYSA (if required)
- Tournament rules
- Copy of tournament registration
- Hotel Information

We suggest that you have a binder at home to put the rest of your forms that you do not have to carry with you but have collected at tryouts. As you finish tournaments you will want to move them out of the binder you carry into the binder at home. You may also want to carry a backpack or have a tote container in your car for extra items such as an extra pair of shin guards, socks, hat, gloves, sunscreen, bug spray and a first aid kit. Some recommended items for your first aid kit are athletic tape, pre wrap, band-aids (various sizes), Motrin, antiseptic cream, paper towels, and water bottle for rinsing, hydrogen peroxide to remove blood, scissors' and instant ice.

Communication:

- Each team will have their own Eastside FC Team Snap account. The team manager is responsible for creating the team snap account. Please click on the link for instructions on how to create: https://bsbproduction.s3.amazonaws.com/portals/637/docs/select/teamsnap%20managerscoaches%20guide.pdf. Or you can find this information @ eastfc.org, under resources.
- You will be responsible for maintaining your schedule in team snap. You will need to input any practices, games or additional events. You are also responsible for maintaining the Got Soccer Team Page. The team WebPages are very important to the club, as parents can check for schedules and update information on team snap. Email is an important way to communicate with your families. Please ask parents to provide an email address that they read daily. It is usually best to ask for work addresses as well as home addresses. If the message is something of an urgent nature (needs to be read in a couple of hours or is an important change in schedule, etc.) you could text a message or you should ask for a return email message from the receiver and then follow up with calls to those who did not reply.
- Texting has become a new way to communicate with your team. It is the fastest way of communication and will help in the event of last minute schedule changes or cancellations. You should check to make sure your families have a texting plan or are willing to receive texts. Devise a group distribution list for quick messages. Older players may appreciate receiving texts as reminders.
- Distribute a copy of the contact information to each family. It's good to get this to families early so that they can familiarize themselves with names.

- It is helpful to create a laminated business card size listing of each player's name, player jersey number, parents' names, and parents' cell phone numbers. This is helpful if people are lost; a car breaks down, or in an emergency situation.
- Ensure that all parents know where to find the club website www.eastfc.com and that they know to look for current news.
- When you have items to hand out to your players, it is helpful to write each player's name on the handouts. That way you will know exactly who has, and who has not, received that particular information.

SCHEDULING GAMES:

All EASTSIDE FC Teams:

All Eastside FC teams will use Google Drive to reserve Home Field slots and to create their full team schedule in a format that enables the Club to efficiently utilize its available fields and provides the coaches/managers with a Master Schedule for all of their teams. Instructions on how to use the Google Drive system are found in ADDENDUM I.

MYSL Teams:

All MYSL scheduling is now done in advance of an official scheduling meeting. Following final divisioning, team representatives will be notified of the division opponents along with contact information. Scheduling should be done by phone or email with the opposing coach. All home games must be confirmed with the club field scheduler.

All schedules and game locations are on the MYSL website. Notify your team when the final game schedules are posted. Most maps are available via links on the MYSL website.

All league rules and guidelines are posted on the league website. Please familiarize yourself with the club pass card player rules, small sided game formats, minimum and maximum roster sizes, etc. prior to the start of the season.

MYSL Game Day Procedures
MYSL Laws of the Game
MYSL Club Pass card and Player Rules
MYSL Rules and Regulations
MYSL Policy on Spectator Behavior

MSPSL (Premier) Teams:

All premier scheduling is done online. Please see the premier website for instructions.

MRL Teams:

The MRL will notify you of your division opponents along with their contact information. Check the MRL website for information and dates.

IN-SEASON:

Inform Tracy Gusmano if there are any changes to your team roster. Inform the club field scheduler and update the Google Drive Master Schedule file of any changes in games. Inform the league of game scores.

League Websites:

- MYSL, MSPSL, and MRL are overseen by MSYSA. Their website is www.michiganyouthsoccer.org
- Teams that play in Michigan State Premier Soccer League (MSPSL) can access at www.mspsl.org. Here you can also follow results and standings, get schedules, and access forms and rules. Parents will want to know about this site.
- Teams that play in the Midwest Regional League (MRL) can access all information at www.midwestregionalleague.com or www.region2.com.

Wanted: Referees:

If you are 12 years or older and interested in becoming a referee, you must first obtain your certification after completing a 3 hour referee class in the area and/or online.

For additional information on becoming a referee, please visit our website @ eastfc.org

Referee Fees:

Each team is responsible to pay the referee fees. Prior to season start, you will receive a check from the club with your share of the referee fees. It is helpful when you cash the check, to ask for the proper denominations to pay the referees at each game. Prior to each game, make sure you divide the fees into the correct denominations for each referee at the game. 11 v 11 games will have 3 referees, one center and two line referees. Be sure you understand the correct fees for your age group and league. Small-sided games may use fewer referee or have different fees structures.

To be ready in advance of your games, it is easiest to prepare all referee payments at the same time by preparing envelopes for each game. Each envelope should be labeled with the game date, the game number, the team names, the referee it is intended for, and the dollar amount.

Fees below are based on 2015 Seasons:

MYSL	**Premier (MSPSL)**
11v11 Games: Referee $36, AR $25, AR $25 for a TOTAL of $86 **8v8 or 9v9 Games:** Referee $30, AR $20, AR $20 for a TOTAL of $70 **6v6 or 7v7 Games:** Referee $26	**Age 13/14** $40 middle $30 line (max total $100) **Age 15/16** $50 middle $35 line (max total $120) **Age 17/18** $60 middle $40 line (max total $140)

Pre-Game:

- Please read through and understand the league game packet.
- MYSL Teams refer to the Game Day Procedures Document on the MYSL website, other teams (MSPSL/MRL) refer to your appropriate website for information.
- Game reports will be given to you from the league.
- Prepare the team roster/game report sheets. This form will be given to the main referee at the game.
- Prepare referee payment envelopes.
- If home team, prepare mailer envelope for game reports (these will be provided to you by the League you are participating in).
- Place flags in the corners of the field (each field has a tube container that holds the flags – most are fastened to the nearby fence)

At-Game:

- Give the prepared team roster/game report sheet to the main referee.
- Give the 3 prepared referee payment envelopes to the main referee.
- Give the player pass cards to the referee to check-in the team.
- If home team, provide game ball to the main referee.

Post-Game:

- Remember to get player pass cards back from the referee.
- Check to make sure the game report is signed by the coach/manager confirming that the scores are accurate.
- Call-in or enter the score in the e-scoring system as necessary. Instructions for the scoring systems can be found on the league website. NOTE: You should check the results web page for your respective league to make sure that it is updated with game scores. At the end of the season, if a game has gone unreported (even if you were the losing team), both clubs are fined. If you find that a game has gone 2 weeks without being updated, please contact the league with the score. MSPSL requirements are different – please check the website for the policy.
- Make sure that the field is cleaned up after the game (no left over water bottles, Gatorade containers, wrappers, athletic tape, etc.).
- Put flags away.

Reschedule of Game:

- If a game needs to be rescheduled due to a rain out, it is the home team's manager's responsibility to coordinate the make-up game with the opposing team manager.
- To coordinate a make-up game, you need to contact the club field coordinator to "book" game times.
- It is strongly discouraged to reschedule games "just because". Both MYSL and MSPSL have guidelines as to acceptable reasons from rescheduling. In any event, opposing teams need to be contacted prior to the game to request a schedule change. If the opposing team is unable to reschedule, you will need to still play or you must forfeit the game.
- Our club tries to work with the opposing team as much as possible when asked to reschedule home games, however field availability may dictate that we cannot change. In the event there is agreement to reschedule, you will need to follow the same steps as for a weather make-up.

TOURNAMENTS:

1. Please read through and understand the required paperwork for each tournament.
2. Handle tournament pre-registration – fill out and gather necessary forms and paperwork.
3. Obtain the State Permission to Travel (for out of state tournaments if necessary). This is done online through Got Soccer or MSYSA. You may be asked for Risk Management Cards.
4. Book a block of rooms for out of town tournaments or find a parent volunteer to help you (most tournaments require you to stay in a hotel from a list they provide – call early as these hotels fill up quickly!). Each family is then required to reserve their own room from the block you have booked.
5. Print and retain a copy of the tournament rules in your team binder.
6. Provide schedule information as soon as it becomes available to the team and families.
7. Provide maps to tournament fields and hotels to all players.
8. Be responsible for team check-in and registration. This may require you going a day ahead of the team based on tournament schedules.

9. Tournament payments are separate from the club fees and will need to be collected from each player by the team manager.
10. When arranging hotels, some hotels provide a room for the coach at no charge depending on the number of rooms and their policy – it doesn't hurt to ask as the team is responsible for paying for the coaches hotel room, mileage and meals.

WINTER INDOOR PRACTICES & LEAGUES:

Winter Indoor Practices:

Beginning the 1st week of November thru to mid April, indoor practices are 2x per week and located at the MAC Athletic Complex @ 4300 Marseilles St, Detroit, MI.

Schedules are arranged in advance, should you have a special request for specific days/times, you can let the field scheduler know and he/she will do their best to accommodate.

Should your coach be interested in more than 2 practice sessions per week, you can either check with the field scheduler for any open slot or there are a number of indoor facilities that will rent to you to include

- First English Lutheran Church Gym on Wedgewood and Vernier
- Assumption Church Gym on Marter Rd
- Athletic Training Complex, 25100 Mound Rd, Warren, MI 48091

Winter Indoor Leagues :

There are a number of indoor leagues to choose from, with the most popular noted with an * to which most ESFC teams sign up for. It's very important to sign up when registration first opens, as the indoor leagues book up very quickly

High Velocity (Taylor)
*Liberty Park Dome (Sterling Heights)
*Sports Academy (Chesterfield)
*Total Soccer Frasier
Total Soccer Royal Oak
*Total Soccer Wixom (includes OU & Evolution in Pontiac)
*Ultimate Soccer Complex (Pontiac)
*Winstar Soccer Dome (Pontiac)

SPRING SEASON:

Similar to Fall Season, although there are usually a few less requirements (ie, no need to prepare passcards, as you will already have them).

QUESTIONS?

Please contact the appropriate Eastside FC Board Member!

ADDENDUM I

RESERVING HOME FIELD SLOTS AND CREATING YOUR TEAM'S SCHEDULE

Eastside FC uses Google Drive to efficiently and effectively manage the reservation of home field slots and the creation of team schedules. This addendum serves as instructions on how to use these Google Drive files to complete your scheduling properly. Once you have completed the scheduling via Google Drive, please remember to go back into the official system for your league and enter your schedule (information on this is included in the main body of this document).

PREPARATION:

1. Get a Google account and associated email address. Many people have these as part of their cell phone deal (Androids and maybe others). If you do not have a Google account, open a free gmail account at Google.com. You must use your Google account to access the Google Drive files.
2. Learn the name/email for all Team Managers/Schedulers that have the same Coach as you. This information can be found on EastFC.org (Pick: Select Programs, Select Teams). For Spring 2016, the information is included below.
3. Learn the timing for scheduling for your league. This information is on the league's Website. Eastside FC MSPSP delegate (Tom Corsentino) will communicate Jr. State Cup, State Cup, and MSPSP timing to you via email. MYSL delegate (Curt Weiermiller), or a rep, will communicate timing to you via email.
4. Speak to your coach to understand
    - If he/she has any preferences regarding when his/her games are for your team.
    - What tournament(s) ALL his/her teams plan to go to…and when they are…
5. Once available, go to your league Website to find out you opponents and their contact information.

HOME FIELD SCHEDULING:

Reserving a Home Field is done by requesting an open slot from the Director of Field Scheduling (Dan Friedel - scheduling@eastfc.org) or MSPSP Delegate (Tom Corsentino - referee@eastfc.org). It doesn't matter which if these persons you work thru, but it is important to note that you have not secured a particular home field slot until you have confirmation from one of the above persons and you see your team's information entered on the Home Field Scheduler.

Link to the home field scheduler: Eastside FC 2016 Home Field Scheduler - Spring 2016.xlsx

- Managers and Coaches can VIEW this file, but cannot EDIT this file.
- Only Dan, Tom, and Colin can EDIT this file

Process Steps:

1. Familiarize yourself with the Home Field Scheduler. In particular, learn which fields your team is eligible to play on by reading the tabs at the bottom. In general, for Spring 2016, the breakdown is as follows:
    - U7-U8 (6v6): Monteith
    - U9-U10 (7v7): Starr Detroit Academy with overflow, as needed, on Ford Side
    - U11-U12 (9v9): Mack and Moross
    - U12, U13-U14 (11v11): Ford
    - U15-U18 (11v11): GPN stadium, GPN Grass, Barnes
2. When scheduling a home game with an opponent, have the Home Field Scheduler open so that you can see available slots for your team and have the Coach's Master Scheduler open so that you can see if your coach is available (instructions on this file are below).
3. Once you have agreed on a good slot with your opponent, request the slot via phone or email to Dan/Tom.
4. Once you have confirmation the slot is reserved for you and you can see it on the Home Field Scheduler, input it to the Coach's Master Scheduler file and send a confirmation back to your opponent.

5. Input the game into your league's official system.

Special Information / Do's and Don'ts:

- On occasion, a day other than Saturday/Sunday is required. Available slots on these days are not shown in the Home Field Scheduler – please contact Dan/Tom to make these types of arrangements.
- On occasion, a time slot other than what you see on the Home Field Scheduler is required – please contact Dan/Tom to make these types of arrangements.
- Certain cells in the file are shaded. Here is the code for what the shading means:
    - Black = Info
    - Green = Saturday
    - White = Sunday
    - Orange = Any day other than Sat or Sun
    - Red = Do Not Schedule Here (EastFC officials may over-ride this if necessary and possible)
- Do's:
    - Send emails to Dan/Tom simultaneously (both can help you)
        - If you are desperate, contact Colin Horbal (spodium04@gmail.com) – he may be able to help
    - Work to use the slots shown in the Home Field Scheduler – every special slot is a logistics issue for the Club
    - Work the Home Field Scheduler simultaneously with the Coach's Master Scheduler
- Don'ts:
    - Try to book a block of home slots, then fill them with your opponents after the fact
        - This defeats the purpose of having the Scheduler
        - Anyone caught doing this will immediately become the lowest priority for reserving home field slots
    - Confirm your game with an opponent before you have confirmation of the field reservation

COACH'S MASTER SCHEDULER:

This file will contain ALL schedules for ALL teams for ALL leagues. It will be used in multiple ways for multiple people, so it is important that everyone use the file completely and consistently. Uses/benefits of this technique:

- Real-time scheduling for Team Managers, independent of home/away, MYSL/MSPSP/State Cup, etc.
- Prevents Coach time conflicts by enabling each team to see where their coach needs to be for all his/her games
- Download-able into many formats for the club, the coaches, and the teams
    - Downloads can then be uploaded into Team Snap

Link to the Coach's Master Scheduler: Coach'sMasterSchedulerSpring2016.xlsx

- Managers/Schedulers and certain Club persons can EDIT this file; Coaches can VIEW this file

Process Steps:

1. Familiarize yourself with the Coach's Master Scheduler. In particular, find the tab for your Coach. Tabs are alphabetical by first name:
    - Chris Ancona: U09 Girls Green (JAncona), U11 Girls Green (JAncona)
    - Craig Doble: U11 Boys Green (Woodward), U12 Boys Green (Ward), U17 Boys Green (Charlton)
    - Frank Schulte: U14 Boys White (Judnic)
    - Helen Nkwocha: U10 Girls Green (Babcock), U10 Girls White (Lubanski), U12 Boys White (Dean), U14 Girls Green (Sheffield)
    - Jack Stockdale: U09 Boys Green (Harthorn), U10 Boys Green (Abbott), U10 boys white (Rosati), U13 Boys Green (Abbott)
    - John Bentley: U07 Boys Green/U08 Boys Green (JAncona), U08 Girls Green (Rosati), U13 Boys White (Horbal), U16 Boys White (Smigelski)
    - John Mellon: U12 Girls Green (KMellon), U14 Girls Green (Troost)
    - Nino Maniaci: U15 Boys White (Ward), U15 Boys Green (Clancy)
    - Rich Carron: U18 Boys Green (Macleod)
    - Simon Miners: U10 Boys Gold (Stanton), U16 Boys Green (Kohler)

2. When scheduling a game with an opponent, have the Home Field Scheduler open (in the event of a home game) so that you can see available slots for your team and have the Coach's Master Scheduler open so that you can see if your coach is available.
    - Pay particular attention to time between games. All of your coaches need to be at the game 30min before game start and need ~15min after game end to address the team and gather their things. In general, a coach needs 2hrs between game start times unless their subsequent game is on the exact same field. This number should be increased based on drive time, especially for away games.
3. Once you have agreed on a good slot with your opponent, enter the information into the Coach's Master Scheduler
    - Enter information in ALL fields so that others can see this information while they are scheduling
    - Do not forget to follow the steps above for reserving a field for your home games
4. Input the game into your league's official system.

Special Information / Do's and Don'ts:

- Using the Google Doc is similar to, but not exactly the same as, using Excel. Some tips include:
    - Copy/Paste is different than Excel. Use CTRL+C to Copy and CTRL+V to paste
    - Formatting in the Time column is wonky. We want the times to read like this: 12:00 PM. If you cannot get your time to look like this, find one that does (I have placed 1 good example onto every sheet), then Copy/Paste it to the cell you are working on, then change it to the time you need.
- Certain cells in the file are shaded. Here is the code for what the shading means:
    - Black = Info
    - Green = Saturday
    - White = Sunday
    - Orange = Any day other than Sat or Sun
    - Red = Do Not Schedule Here
- Do's:
    - Watch out for tournament weekends
        - If you want me to block off a weekend due to a tournament, please let me know
        - See JohnB tab, May 6-8 as an example of how it will look if you do this
    - Get your scheduling done as quickly as possible
    - Use the Coach's Master Scheduler real-time – that is its purpose in life!
    - Put games in chronological order on a given day
        - 10:00 AM goes above 12:00 PM which goes above 2:00 PM
    - Work the Home Field Scheduler simultaneously with the Coach's Master Scheduler
    - Contact Colin Horbal (spodium04@gmail.com) if you are confused or lost or mess something up
        - Other helpful people well-versed in using this tool: R. Abbott, W. Sheffield, K. Harthorn
- Don'ts:
    - Mess with the formatting – if you do this, you will owe me a 12-pack of Dr. Pepper and be subject to ridicule
        - This includes Team Name, Column Sizing, Font, etc…basically everything!...
    - Perform scheduling without the tool and hope to circle back to fill your information in – this defeats the purpose of having a real-time tool and, if you mess it up, we will make you reschedule all your conflicting games (we will not make others change their games for you)