



**This is a sample of the email that is being sent to all teams in a specific division in regards to SCHEDULING**

*[date of email to all teams in a division]*

*This email is being distributed to the Primary and Secondary contacts of all 2012 Spring Season teams in this division. For more information be sure to check the MRL website at [www.MidwestRegionalLeague.com](http://www.MidwestRegionalLeague.com)*

Single round robin within the division. Team contacts are posted on the 2012 Spring Season Team Information page: [http://www.midwestregionalleague.com/2012\\_Spring\\_Season/forms.htm](http://www.midwestregionalleague.com/2012_Spring_Season/forms.htm)

**INTRODUCTION**

Please read carefully as this email outlines the scheduling process for this division. Also be sure to review the **2012 Spring Season Scheduling Information—All Age Groups and Divisions** document that provides pertinent information on the scheduling procedures and policy.

Based on team desires, the MRL allows teams to schedule their own games within a division. This process has evolved over the years and allows teams to satisfy their needs in scheduling to suit their team's selfish needs. Please follow the steps outlined below in the pre-scheduling process. This process has been developed and tweaked based on the successful scheduling during past seasons.

**Scheduling for your division is to be completed on or before Wednesday, December 21, 2011. Failure to complete by December 21 may result in sanctions as determined by the MRL. It is highly suggested that teams do not wait until the deadline to complete schedules as availability of fields at MRL hosted sites is limited and will be provided to teams/divisions on a first completely finalized schedule, first served basis.**

**STEP ONE**

**Designation of SCHEDULING COORDINATOR (SC)**

The MRL seeks a volunteer from one of the teams in this division to step up and serve as the "Scheduling Coordinator--SC" for this division. This individual shall serve as a liaison with the MRL in coordinating the schedule amongst the teams, assisting in tracking team availability, hosting availability and providing the MRL with a final agreed to schedule (with stated confirmations from all teams) in a format acceptable to the MRL. The MRL shall have the sole authority in designating this individual. If interested in serving in this role, please send an email to the MRL Commissioner who will designate an individual very quickly. Generally, an individual with experience in MRL scheduling is appointed.

**The SC's duties in facilitating the scheduling process ceases once the schedule is submitted to the league and posted on the MRL site. For future schedule changes and issues, all must be coordinated with the MRL Commissioner.**

**STEP TWO**

**Gathering TEAM AVAILABILITY**

Teams are to provide their availability to play on Spring Weekends. This information is to be shared with all teams within the division and compiled by the SC. Be sure to REPLY TO ALL to this email and provide all with your **Team Name, and Gender/Age Group/Division in the subject line** and whether you are (YES) or are not (NO) available to play MRL games (do not use any other indicators other than Yes or No) on the weekends listed below. This should be shared with all teams in your division by no later than [insert specific date for this division] or the SC should presume that teams not responding are available to play on all weekends.

Remember that if your team is unable to play on the Must Be Available to Play Weekend due to a state cup conflict, then your team must be available to play on all other Spring Weekends—All Premier Division games must be played on or before June 3, 2012. All First Division games must be played on or before June 10, 2012.

--March 3-4  
--March 10-11  
--March 17-18  
--March 24-25  
--March 31/April 1  
--April 7-8  
--April 14-15  
--April 21-22(must be available to play weekend)  
--April 28-29(must be available to play weekend)  
--May 5-6(must be available to play weekend)  
--May 12-13  
--May 19-20  
--May 26-27  
--June 2-3  
--June 9-10 (First Division only)

### **STEP THREE**

#### **Determination of ONE-OFF MATCHES**

To assist in the scheduling process, we are requesting that One-Off matches (self-scheduled games typically played against another team from within your state or geographic area) be designated BEFORE attempts are made to put the schedule together. In years past, One-Offs were determined after the schedule was created but doing so beforehand will free up more dates for teams to participate in tournaments and schedule State Cup matches.

Please communicate directly with the team official (coach and/or manager) of anyone in our division whom you wish to play in a One-Off. BOTH PARTIES MUST AGREE TO SCHEDULE THE GAME AS A ONE-OFF, and will be responsible for communicating the pertinent details (date, time, location) directly to the SC up until the final schedule is submitted to the MRL. After that time, all details on one-offs should be communicated to the MRL Commissioner. Teams have until February 24, 2012 to finalize the date, time and site (see Scheduling Policy) of one-offs.

### **STEP FOUR**

#### **Determination of HOSTING SITES**

If your team is interested in hosting, teams should submit an application to host to the MRL. The MRL will accept applications throughout this scheduling process. For more information including the hosting form, go to:

[http://www.midwestregionalleague.com/2012\\_Spring\\_Season/hostinginfo.htm](http://www.midwestregionalleague.com/2012_Spring_Season/hostinginfo.htm)

In addition to the filing of the hosting form with the MRL, be sure to share the pertinent information on hosting with all teams within your division. Please REPLY ALL with the following information:

1. date(s) you wish to host
2. name and address of host facility
3. name, email and phone number of host contact (typically a club or team official who will be the contact person that weekend)
4. number of fields available for use and the type of playing surface (grass or turf)
5. any scheduling restrictions (ex: games must be played on even hours, etc)

**As a reminder the host club is responsible for any field costs associated with hosting a weekend of games.**

The SC will compile this information along with team availability data in order to have complete information from teams with options for scheduling. Remember, that the MRL provides MRL hosted sites for use during the season. Refer to the 2012 Spring Season Scheduling Information document for specific sites and weekends.

## STEP FIVE

### The PROPOSED SCHEDULE

After compiling all of the information (team availability and hosting), the SC will attempt to develop a schedule for the division. The method by which the SC utilizes in getting to the final schedule is up to the teams within the division. In some cases, teams entrusted the SC to compile a fair and reasonable schedule. In other cases, teams worked together in coordinating the schedule. ABOVE ALL ELSE, THOSE TEAMS THAT GO OFF AND ARE MERELY CONCERNED WITH SCHEDULING THEIR MATCHES WITHOUT A COLLABORATIVE EFFORT WILL FIND THEIR METHODS TO BE FRUITLESS. It is essential that all teams work together on this or your division will not complete the task of scheduling by December 21, 2011. **Also, it is counter-productive to begin attempting to schedule until ALL AVAILABILITY from teams has been received. Allow the process to work for you.**

A reminder from the MRL 2012 SPRING SEASON Information Sheet: *“All teams understand that this is a Regional League and that teams may travel hundreds of miles to participate in MRL games. The determination of game sites is based in part due to home locations of teams within a division and field availability. Teams understand that they may not play any home games”* Also, *“Teams should understand that due to the nature of scheduling of games for teams from across the region that scheduling games for the benefit of a single coach who coaches multiple teams should not be expected. Time conflicts will occur for those coaches that coach multiple teams on MRL weekends and the MRL, as well as the other teams within a division, are under no obligation to assist these coaches with their conflicts.”*

## STEP SIX

### SUBMISSION OF FINAL SCHEDULE

Once all teams have agreed to the entire schedule, the SC will submit the final schedule to the MRL for final review/approval. MRL will provide the proper formatting for the submission of the schedule

Good luck to all.



Paul Luchowski

MRL Commissioner

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