



Spring 2012 Scheduling Instructions

Divisions and game assignments will be available by February 14 for the Spring 2012 MSDSL Season. Each team has four of its eight matches assigned to one or two Match Days:

Boys:

Sunday April 29 in Hamburg

Sunday May 6 in Canton

Girls:

Saturday April 28 in Hamburg

Saturday May 5 in Canton

Game times for these Match Days should be posted by the end of March. Playoffs will take place June 8-10 in Wixom for both boys and girls.

The remaining matches (listed in yellow on the schedule) are One Offs, matches that are self-scheduled between teams.

ONE OFF SCHEDULING PROCEDURE PART 1: PRE-SCHEDULING

Teams are responsible for scheduling their own One Off matches; coach and/or manager contact information (phone and email) is available in a separate document on the league website. Some teams may be assigned more than two of their One Off matches as away games to balance travel considerations; however teams may play their home games at a neutral field or the visiting team's field if they wish.

Teams who wish to reschedule their games from a Match Day as One Offs can do so, but must coordinate with the opposing team's coach first before submitting game information to the MSDSL Commissioner. **All efforts should be made to play games designated for a Match Day on that Match Day.** Games removed from Match Days and scheduled as One Offs must be submitted to the league by February 22.

The pre-scheduling period begins on Wednesday February 15 and ends on Thursday February 23 at 11 PM; coaches have this one-week period to schedule their One Offs. Games can be played between March 3 and June 3. **ALL GAMES MUST BE COMPLETED BY JUNE 3.**



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ONE OFF SCHEDULING PROCEDURE PART 2: SUBMITTING GAME LOGISTICS

Teams are responsible for submitting their home game logistics directly to their club representative, who will compile all home game details for their club and will submit them to the league commissioner. You must submit these details to your club administrator by Thursday February 23 at 11 PM. Club administrators are responsible for sending the completed Excel file to the league commissioner by Saturday February 25 at 11 PM.

Coaches no longer email the league directly for these matches; their game information should be sent to their club administrator. This change in procedure should ensure accuracy for all parties (scheduling home games, assigning referees, etc).

Be sure to provide the following information:

- Division name, including age group and gender (ex: u9 girls d1)
- Game number
- Home team (as listed on the schedule)
- Visiting team (as listed on the schedule)
- Day and Date of game (ex: Saturday October 8)
- Time of game
- Location of game - must specify field number (ex: Independence Park field 2A)

IMPORTANT: for teams that opt to play designated home games as away games: the team **HOSTING** the match is responsible for recording the details and submitting them to their club administrator.

Clubs that do not schedule and submit all of their One Offs by February 25 may be fined up to \$25 per offense.



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ONE OFF SCHEDULING PART 2: MID-SEASON CHANGES

Games scheduled for Match Days that are changed to One Offs after February 25 may require an additional fee.

- **72 hours notice or more before kickoff:** no fee
- **Within 72 hours from kickoff:** referee fees (both teams' share), assignor fee and \$20 processing fee. Example: a 6v6 match would be \$26 (ref fees) + \$5 (assignor) + \$20 (processing) = \$51 reschedule fee.

In the event of a team moving a game from Match Day to a One Off after the league scheduling meeting, the requesting team must notify the Commissioner via email using the official MSDSL reschedule request form, available on the league website.

The form must be emailed to the league; the opposing team's coach should be included in this email as they approve this change. Incomplete information will not be accepted.

There is no fee to the league for rescheduled mid-season One Off matches, although any additional referee, referee assignor and field rental fees are the responsibility of the team or teams playing that match.

Miscellaneous information:

- The league assignor will assign officials for all Match Day games.
- Each club is responsible for communicating the One Off details to their assignor to provide referees.