# Document Info

Audience: League Officers, Club Coordinators, Coaches

Buttons on the website are identified with this format: [Button].

# Terminology

**Bracket**: An age/gender/subdivision grouping, such as U13BoysSouth or U18GirlsA.

# League Operations

## Setting of Seasonal Parameters

The following parameters are set by the League in preparation for each season:

| | | |
|---|---|---|
| 1) | *Which brackets will play on which nights | See [Play Nights] |
| 2) | Minimum number of teams in a bracket | (5) … *six is preferred* |
| 3) | # games per team, with half of them* being home | (10) |
| 4) | *Initial maximum number of games per week, per team. | (2) |
| 5) | Schedule blackout dates | (holidays, etc.) |
| 6) | Start of Play | (June 1) |
| 7) | End of Regular Play | (July 31) |
| 8) | End of Extended Play | (August 6) |

*Starred items can be violated in the course of a manual game reschedule, because both coaches must agree to any schedule change.

## The Scheduling Process

Once all the clubs have entered their information, the League Scheduler can generate a complete schedule between the **Start of Play** and **End of Regular Play** dates, while obeying all of the known constraints.

(The days after **End of Regular Play** and through **End of Extended Play** are reserved for games that suddenly need to be rescheduled late in the season.)

The initial schedule is visible on the website according to the League Calendar.

New behavior: In the past, Preliminary Schedules were posted, then there was a 1-2 week period where changes were requested in the background, and then Final Schedules were

ultimately posted. **Now**, once the initial schedule is posted, all changes become visible as soon as they are processed. This will help everyone be informed as to current conditions as they are considering new game changes.

During the brief "manual rescheduling period" prior to the start of the season, game changes can be requested.

# Club Operations

## Adding Authorized Club Coordinators

Every club registered in WFLYSL must identify at least one Coordinator. Every person wishing to be one must request that role: [Add Club Coordinator]

He/she will verify the provided email address, and then authorization can come from any already-approved coordinator from the same club, or if there are no others, then from a league officer.

Once authorized, a coordinator will be invited to set his/her individual site password which will be used to get access to the site's Club functions.

## Enroll My Club Teams

Even before you know which players will belong to a team, you can decide which teams you want to enroll for an upcoming season.

- Use [Enroll My Club Teams]
- Select all teams that will represent your club (by age bracket, gender, and division). This is where you indicate your initial request: to which bracket should each team be assigned?
- For each team, choose a field you control to be its designated home field.
- Each team may have one or more blackout dates (dates where this **team** should not be scheduled to play)

## Player Registration; Assignment Onto Teams; Game Day Rosters

These functions are critical, but they do not occur on wflysl.com.

**Individual player registration** (photos, proof of age and identity): You (or someone from your club) needs to login to GotSport.com with the "Administrator" role for this.

**Assignment of players onto teams** is also handled via GotSport.

Once complete, you will print **game-day rosters** from GotSport as well.

## Establish Fields associated with this club

Use [List All League Fields] to see which ones we already know about.

Use [Manage My Fields] to:

- Add a new field
- Set availability for a field
- Change address of a field
- Set which age group(s) can use this field.

## Bracketing of Teams

The enrolled brackets are seen via the [List All League Brackets] button.

During the pre-season bracketing meeting, the Board may re-assign teams to a different bracket. This is typically only done for competitive balance reasons.

## Viewing the Schedule

The schedule currently in place is available using the **Schedule** link in the site header.

One can view the schedule in various ways:

- In its entirety, day by day.
- games on a certain date only
- games on a certain field only
- games involving a certain team only

Any game that has changed since the initial schedule is clearly marked with a circled Δ and the date it was last changed. (If a game was changed more than once, you will only see the date of the latest change.)

## Game Change Requests (GCRs)

Once the Schedule is published, coaches or other staff can encounter circumstances in which they need to try to reschedule a game. The process is the same, whether during the pre-season or once the season has begun – the only difference is whether a fine is incurred.

Use [Game Change Request] to load a game, and then indicate which detail(s) you wish to change.

The online form allows for the change to be checked against the current schedule and all constraints. There must be no blocking issues, AND the requestor must attest to the fact that both coaches have agreed to the change. Only then is the GCR queued up for the scheduler to process.

**Please Note:** Conditions can change between the time of the request and the time it is processed. All requests are processed in first-come, first-serve order. For instance, a field might be available when you *make* your request, but by the time it's processed, someone else could have taken that field slot, which will cause your change to be rejected.

## Driving Distances

Every field in the league has had its stored address plotted by GPS coordinates. Driving data (miles and time) is stored between every pair of fields. Use the [Show Distances] button to view all driving information.

## Daily Game Status

The front page of the website reveals daily game status for each day. By default, the status is "TBD" each morning, and without any intervention, changes to "NORMAL" at 4pm.

The league can decide (up to 4pm) to intervene on this process. It can:

- **suspend all games** for exceptional reasons (heat, air quality, etc.)
- place games under **local decision**, where the home club can decide that the field is unplayable, or extreme weather is expected locally, etc.)

**Games suspended under these terms are all expected to be made up, if possible.**

If no reschedule occurs, the league has three options:

- A **forfeit** can be awarded, if one party does not agree in good faith to a new date
- It can **cancel** the game (effectively counts as a loss for both teams).
- It can leave it as **suspended**, which makes it not count toward the standings at all. This will not happen if doing so benefits either team.

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## Reporting Game Results

After every game, the home coach is expected to immediately report the result. Use **Report** in the site header, followed by [I'm a Coach]. You'll only need the league PIN to report a game result. It remains 2238 (same as past years) and will be remembered for awhile in a browser "cookie", so you won't have to enter it every time.

Then you identify which game by its game number. Then you have two options:

1. Mark as **Suspended**, meaning either it did not start, or it did not reach half-time. A make-up game is expected in this case.
2. **Enter the scores**, indicating a completed game (or one that reached half-time).

## Viewing Standings

Use **Standings** in the site header, to view standings in all brackets. Key columns:

| | |
|---|---|
| Pts | Team points (win=3, tie=1, loss=0, canceled=0) |
| PPG | Points per game (first decider of rank. If two teams have the same PPG, head-to-head results break the tie.) |
| Pts | Team points (win=3, tie=1, loss=0, canceled=0) |
| G | Number of games affecting standings (sum of next four) |
| W-L-T-C | # Wins, Losses, Ties, Cancellations |
| GD3 | Goal differential, max 3 per game (next tiebreaker after PPG & head-to-head) |
| GF | Goals For – does not affect standings |
| GA | Goals Against (last tiebreaker) |

Any tiebreakers that apply are explained under each standings table.

Games which are suspended for any reason are expected to be rescheduled. When they are not, the league can reclassify them as forfeits, or cancellations, or leave them alone. Forfeits and Cancellations do affect the standings.

## Viewing Team-By-Team Results

For any bracket, choose Team-By-Team Results above its standings table, to view game-by-game results for any team in the bracket.

For each game, its Win / Lose / Draw result is a link to its online game report, if there is one.

# Referee Operations

## Referee Game Report

After each game, the referee will also submit an online game report. This report does not affect the standings directly. However:

- The scores entered by the referee must match those entered by the Home Coach. If not, someone from the League will pursue the truth.
- All of the other "game information" from our old paper game reports is included as well. (Field condition, infractions, commentary, etc.) Because of this online submission by the referee, there is no longer a need to photograph and email anything after the game.

Whenever available for public view, anything in this report which might identify an individual player, is redacted. The league always has access to the un-redacted report.