

CCSL Vineyard Region Schedule, Reschedule, Contact Teams



SCHEDULING A GAME

IMPORTANT NOTE: Each team must follow the CLUB'S field assignment procedures. Inform your teams if the TEAM or CLUB is responsible for entering HOME GAMES on GotSoccer.com.

TEAMS/CLUBS do not enter away games.

For teams playing at CENTRAL LOCATIONS, the Vineyard League will assign fields and referees (Email: cysad5comp@sonic.net).

GAMES MUST BE SCHEDULED ON GOTSOCCKER FIVE DAYS IN ADVANCE OR A FORFEIT MAY OCCUR.

If the CLUB is responsible for entering HOME games, here are the procedures:

1. Login to [CLUB ACCOUNT](#).
2. Click on (blue heading, lower left) LEAGUE SCHEDULING TASKS » EVENTS » CCSL.
3. Your club's fields will be listed along with the "event calendar" with your club's team's games in parenthesis for the scheduled day of the match.
4. Click on the date of a home game on the EVENT CALENDAR.
5. Unscheduled matches for that day appear in the UNSCHEDULED EVENTS box.
6. Click on the red bar containing match number and division name (#1111 BU15 XX).
7. A pop-up will appear.
8. Enter START and End TIME and FIELD.
9. Click UPDATE.

10. The match will be displayed in the Club Field section at the top of the page.

RESCHEDULING A GAME

1. Deadline for rescheduling a match is 5 days prior to the original date.
2. Send an email to CCSL Vineyard League Administrator, Dawn Madruga-Griffiths, cysad5comp@sonic.net, including the following info:
 - A. CC: BOTH home and away TEAM managers and CLUB schedulers.
 - B. Subject line: Match # XXXX Rescheduling to mm/dd @ hh:mm.
 - C. Body: We have mutually agreed to the following game change: Date, Time, Location.
 - D. Note: Rescheduling a match MUST have approval from the HOME team's CLUB scheduler. A confirming email from the scheduler is not necessary, but it is required that the HOME team's scheduler is copied on the correspondence.
3. To change the date or location of a match, the HOME team may use the popup box to assign time and location or drag-and-drop to fill in a different date on the calendar and/or change the location.

CHANGING HOME/AWAY ASSIGNMENT

Swapping home/away assignment (field and time) is performed on GotSoccer by the CCSL Coast/Bay League. An automatic email will be generated to the teams.

1. The original HOME team club (assignor or manager) must send an email to CCSL Vineyard League Administrator, Dawn Madruga-Griffiths, cysad5comp@sonic.net, including the following info:
 - A. CC: BOTH home and away TEAM managers and CLUB schedulers.
 - B. Subject line: Match # XXXX RELOCATING to mm/dd @ hh:mm @ fieldname.
 - C. Body: We have mutually agreed to the following game change: Date, Time, Location.
 - D. Note: Rescheduling a match MUST be approved by the Scheduler of the HOME & AWAY team's CLUB. A confirming email from the scheduler is not necessary, but it is required that the HOME & AWAY teams' schedulers are copied on the correspondence.
2. SPECIAL NOTE: the HOME team retains all responsibilities of the HOME team even though the match is played at the opponent's field (unless it is a two-game swap--the teams play twice and both games are "swapped").

TEAM CONTACT INFORMATION

If you are rescheduling a game or need to contact your opponent regarding a game you can obtain the contact information by following these steps:

1. Log into <http://events.gotsport.com/events/Default.aspx?EventID=26484>.
2. Find the Gender/Age/Bracket you need contact information for (i.e. Girls Group U9 Silver), click on Schedule.

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3. In the top right corner, click on Team Contact Info. All contact information for the Gender/Age/Bracket will populate for all teams that are scheduled for Fall 2012 play.