

# TEAM SCHEDULING REQUEST FORM

**\*\*\*\* Return to the Fall League Coordinator by August 10, 2011 \*\*\*\***

***Late forms will not be accepted.***

Send to: Lori Livengood, TCS-FL Coordinator  
7 W. Meadow Drive  
Ithaca, NY 14850

*Sorry, form is not accepted via email.*

**NOTES FROM THE FALL LEAGUE COORDINATOR:**

Things to consider: From Labor Day Weekend until the first weekend of indoor soccer at the Field is only a total of 7 weeks and if you request Columbus Day weekend off this leaves only 6 weekends to play eight games. Playing both a Sat./Sun. game on the same weekend is **required at least once** if you play Columbus Day weekend. If you don't want to play either day on Columbus Day weekend, playing both a Sat./Sun. game on the same weekend is **required at least twice**.

Please make sure to check with other coaches and player's families before completing this form. This should be the team's availability not the person completing the form.

**DO NOT put field restrictions on this form; those are submitted on a separate form by the Field Coordinator.**

When I create the schedule, I will do my best to accommodate scheduling requests (but no guarantees). Please give me as much availability as possible.

- I will not schedule games for Sunday mornings.
- I will never schedule 2 games for one team in a single day.
- I will try to accommodate coaches who have more than one team. However, all coaches should have at least one assistant coach with a valid coaching pass.
- For Sat/Sun games on the same weekend I will try to schedule one game home and one away unless you prefer both games to be away( include this in Anything Else).
- I will give priority to teams who get their registration form and fee in the earliest (as long as their scheduling request is on time).

Sorry, but here are requests that I will **not** consider:

- Requests concerning double-rostered players (sorry, this is way too complicated). If this is important to you, please handle it during the grace period.
- Coaches asking for a change because of having to coach another game.
- I will not agree to re-schedule games after the grace period is over, it will be up to the team wanting a change to contact the opponent and ask for the change. See section on website regarding policies and procedures.

**PLEASE COMPLETE ALL FIELDS**

Team Name:

Age Group/Gender & Division  (e.g., U10G-DI, U14B-DII)

**Coaching conflicts:** If a coach has several teams, I will try to avoid schedule conflicts. Please list other teams here.

TEAM NAME	AGE GROUP/GENDER & DIV (e.g., U10G-DI, U14B-DII)

**Weekend Priority** for games on both Sat./Sun, **must** be available for both days (please list highest priority 1 and lowest 7)

If one or more of the weekends cannot play both days please leave blank (example cannot play Sept. 12 and Oct. 10 would rank 1-5)

- September 10, 11
  - September 17, 18
  - September 24, 25
  - October 1, 2
  - October 8, 9 Columbus Day Weekend
  - October 15, 16
  - October 22, 23
- Please list any **days** and **dates** you cannot play.
- \_\_\_\_\_
- \_\_\_\_\_

**Day Preference** when playing **only** one game on a weekend please check whether you prefer either Sat. or Sun. or if doesn't matter please check either (If you listed a particular date above you cannot play I will honor that)

- Saturday
  - Sunday
  - Either
- Please list any **times** you cannot play ( example Sat. before 12 pm, could be scheduled at 12pm, Sun. after 3pm , means no game scheduled after 2pm)
- \_\_\_\_\_
- \_\_\_\_\_

**Anything Else**