

MAYS Coaches Meeting Spring 2016

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Coach Jobs in SportsManager

What will you use SportsManager for ?

- View Schedules and Standings
- Regular season and Playoff Schedules
- Email Parents
- Score Games
- Get Approved Rosters
- Fill Out the Ref Evaluation Forms
- Request Game Cancellations
- Process rescheduling request

Coach Login options

Town Sports Manager Site

- Login with Email and Personal Password
- View Roster/Update Jersey Numbers
- Email Team/Email History
- Get Approved League Roster
- View Schedules
- Score Games
- Team Information Package
- Request a Game Cancellation -- New

Automated Emails to the Coach

- The roster will be emailed once Approved , you will get a notice if it becomes un-approved.
- When you email parents the future game and practice schedule will be automatically appended.
- You will get a email the day after the game to score the game. (unless scored before)
- You will get an email to evaluate the refs day of game
- Game Cancel Approval/Denial
- Rescheduling Status/Approval
- Game Change Notices to coaches and refs

Game Scoring, Ref Scoring, Referee Evaluations

- Either coach can login and score the game the day of the game.
- If the game is not scored an automatic scoring email is sent to both coaches the next day. They click the link to score the game.
- The ref will also enter a score on the game report. If there is a difference it will appear on the score discrepancy page and the league admin can choose to use the coach or ref score.
- Referee Evaluations done with automated email.

Referee Evaluations by Coaches

- Each coach will receive an email after the game with a link to the referee evaluation form.
- They click the link and then answer the evaluation questions.
- Should be done by both coaches for each game.
- Is done only for the Center Referee (not ARS)

The Ref evaluation entry form

Referee Evaluation

Game: #1009911 Fall Soccer-U16-U19 Boys Travel UYSL-Paulino D-2 vs ShrewYS-BU 16-Pedersen on 11/8/2015 3:00 PM 120 Min @

Referee Job: Center

Comments (1000 Char Max.)

Protection of the Players

0 ▼ (10=Superior, 5=fair, 1=very poor)

Approachability

0 ▼ (10=Superior, 5=fair, 1=very poor)

Consistency of Decisions

0 ▼ (10=Superior, 5=fair, 1=very poor)

Referee Appearance

0 ▼ (10=Superior, 5=fair, 1=very poor)

Referee Overall Performance

0 ▼ (10=Superior, 5=fair, 1=very poor)

Knowledge of the Laws

0 ▼ (10=Superior, 5=fair, 1=very poor)

Recommend for MAYS Youth Ref Of The Year? (if ref is under 20)

☐ Yes ☒ No

Recommend for Gaffney Cup? This is training for refs.

☐ Yes ☒ No

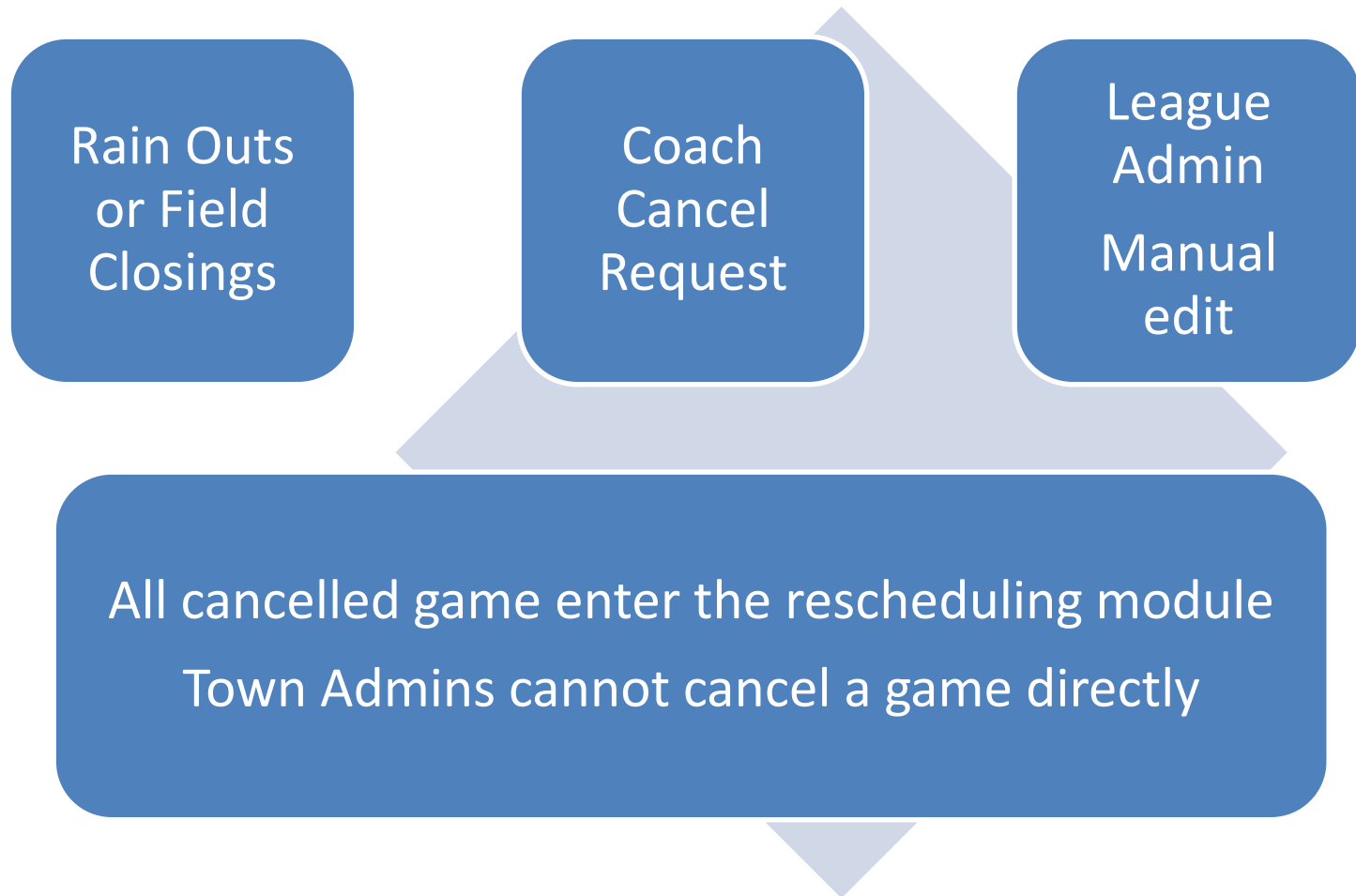
Recommend for MTOC? This is for refs that are very good.

☐ Yes ☒ No

Save

Cancel

How games can become cancelled



Just because you request to cancel a game does mean it will be.

New - Coach Cancellation Request

- Coach can click the “Cancel Request” button
- Must enter the valid reason and be within minimum time requirements
- This will send the request to MAYS
- If MAYS Approves it the game is cancelled
- Cancellation notices will go out and the game will start the rescheduling process
- Email to Coach if Not Approved
- Tracking in MAYS and Smgr Rescheduling Module

Where to find Game Cancel Option



ROSTER MANAGEMENT (Admin Access)

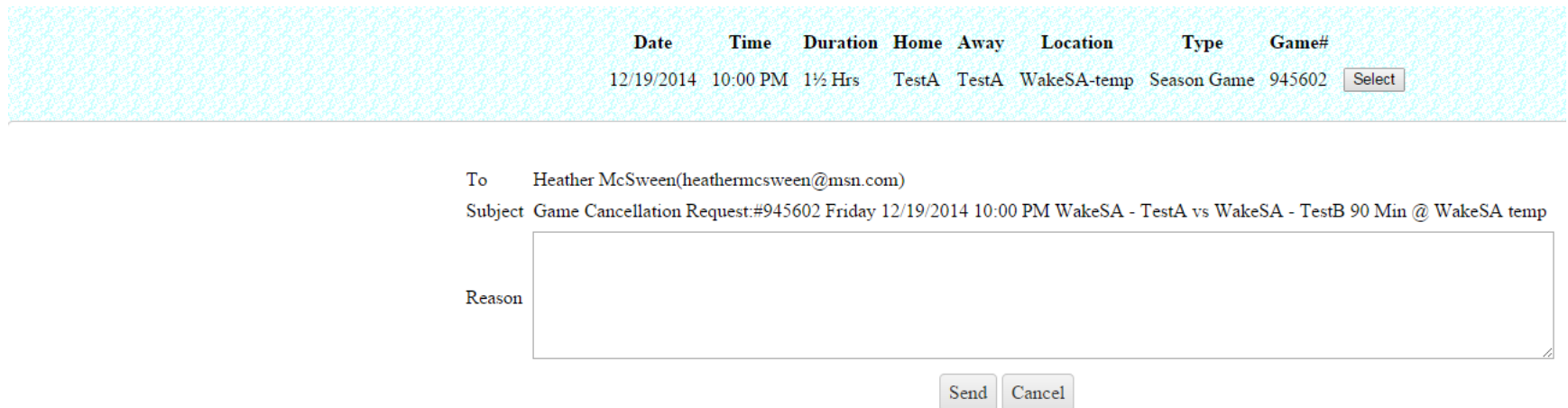
Roster Management Settings | Approval Notices

NEW CHANGE TEAM | CHANGE TEAM | **MANAGE ROSTER** | EMAILING

SCHEDULE/SCORES | TEAM INFO REPORT | CHANGE PASSWORD | DRAFT REPORT

ROSTER EXPORTS | ADD/EDIT PRACTICES | EMAIL ENTIRE LEAGUE | **CANCEL REQUEST**

A page requiring the reason pops up for the Coach to fill out. Instructions and rules Are displayed on the page so the coach knows what is required to Cancel.



Date	Time	Duration	Home	Away	Location	Type	Game#
12/19/2014	10:00 PM	1½ Hrs	TestA	TestA	WakeSA-temp	Season Game	945602

To Heather McSween(heathermcsween@msn.com)

Subject Game Cancellation Request:#945602 Friday 12/19/2014 10:00 PM WakeSA - TestA vs WakeSA - TestB 90 Min @ WakeSA temp

Reason

Send Cancel

Instructions For Game Cancellation Request

If you are requesting to cancel a game please make sure you read the following rules and adhere to them. Once you process your request it will go to the Age Director for review and approval. If the cancelled and the home coach will get an email to start the rescheduling process.

Provide a full description of the reason for the cancellation including: â€¢ How many are on your roster, â€¢ How many will be missing, â€¢ Provide a flyer / link to the event

Rescheduling Module

1. Game is Cancelled (Rain Out or League Cancellation)
2. Home Coach received email to click a link to start the rescheduling process. Is given field availability and is asked to pick 3 dates/times.
3. Away coaches gets email and is asked to pick one date/time or to request new dates.
4. Once the Away coach accepts the League president gets an email to click to approve.

Rescheduling Home Coach Options

Home Coach Rescheduling Option [Rescheduling R](#)

Rescheduling Cancelled Game: **#840939 Spring Soccer-U10 Boys Travel Medford-BU10-5 vs Chelmsf-BU10-3 on 4/22/2014**

Home Coach: Medford Robert Corcoran Email Address: corcoranfamily1@yahoo.com Cell: 781-999-3461 Work: 781-999-3461 Ho

Away Coach: Chelmsf Steve Smith Email Address: cassteve@comcast.net Cell: Work: Ho

Home Coach Instructions: Check with your club officials for available dates and fields before proceeding. We recommend that you contact your club officials for the Away coach to choose from. Once you click submit these dates will be sent to the Away coach. Once a date is selected the game will be rescheduled. The Away coach cannot agree to a date and picks the "None" option then this process will start over and you will be asked to pick 3 more dates. Game Assigner needs at least 2 days notice of a rescheduled game's date. Important: Enter the reason the game was cancelled in the comment area. Please use a PC or MAC with a standard browser.

Note: the earliest reschedule date allowed is 4/1/2014 because the Minimum Days required prior to rescheduling = 2 days.

Send

Date	Time	Field	Possible Conflicts
☐ Tue 4/1/2014	06:00 PM	Victory Park 1 (U10)	
☐ Wed 4/2/2014	06:00 PM	Victory Park 1 (U10)	
☐ Thu 4/3/2014	06:00 PM	Victory Park 1 (U10)	
☐ Fri 4/4/2014	06:00 PM	Victory Park 1 (U10)	

Rescheduling Away Coach Choice

Away Coach Rescheduling Option [Rescheduling Rules](#)

Rescheduling Cancelled Game: **#840939 Spring Soccer-U10 Boys Travel** Medford-BU10-5 vs Chelmsf-BU10-3 on 4/22/2014 12:01 #

Home Coach: Medford Robert Corcoran	Email Address: corcoranfamily1@yahoo.com	Cell: 781-999-3461	Work: 781-999-3461	Home: 781-999-3461
Away Coach: Chelmsf Steve Smith	Email Address: cassteve@comcast.net	Cell: 781-999-3461	Work: 781-999-3461	Home: 617-999-3461

Away Coach Instructions: The following dates have been selected by the Home Coach for rescheduling the cancelled game. Pick 1 date and click submit for confirmation. If you cannot accept any of the dates then pick the "None" option and enter a comment to explain your situation. Then click submit to using a smart phone to process the rescheduling because of the large screen needed to see the dates and the additional confirmation windows that

Home Coach Comments

We can pick a afternoon on Sunday if that is better.

Bob C

- ☐ Sun - 4/20/2014 8:00 AM @ Victory Park 1 (U10)
- ☐ Sun - 4/27/2014 8:00 AM @ Victory Park 1 (U10)
- ☐ Sun - 5/4/2014 8:00 AM @ Victory Park 1 (U10)
- ☐ None

Submit

Final Approval Notice of Game Chg

From: notices@sportsmanager.us [mailto:notices@sportsmanager.us]

Sent: Wednesday, October 02, 2013 11:05 AM

To: coach_harper@verizon.net; jjtharpfam@verizon.net

Cc: coach_harper@verizon.net; pdwiese@verizon.net; mark.mazza@vce.com; davidref123813@msn.com; reschedule@middlesexso
brett.jaffe@comcast.net; referees@rusc.org; pmillett44@gmail.com; registrar@rusc.org

Subject: APPROVED - Game #813372 has been rescheduled to: Monday 10/21/2013 5:00 PM Reading-GU14-4 vs. Woburn-Innitou @ RMHS Turf 2

Approved By: Brett Jaffe No Comments

Game #813372 has been rescheduled to: Monday 10/21/2013 5:00 PM Reading-GU14-4 vs. Woburn-Innitou @ Reading-RMHS Turf 2

Original Game Info for # 813372 was: Saturday 10/12/2013 1:30 PM Reading-GU14-4 vs. Woburn-Innitou @ Reading-Symonds Field (11v11)

Away Coach Comments on 10/2/2013: Team advised of date/time and no objections recieved after 24 hours

Home Coach Comments on 10/1/2013: Mark, This is a Light field, do any of these times work?

The following list of contacts have been sent a copy of this rescheduling confirmation email

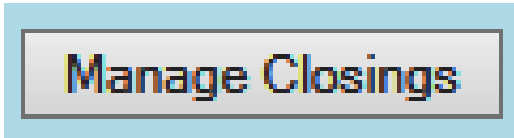
Reading Home Coach	Thomas Harper	coach_harper@verizon.net	jjtharpfam@verizon.net	Home:781-944-1432	Cell:781-640-6702	Work:7249
Reading Home Asst. Coach	Peter Wiese	pdwiese@verizon.net	dwiese69@gmail.com	Home:781-779-1449	Cell:978-500-2800	
Woburn Away Coach	Mark Mazza	mark.mazza@vce.com	cheri.mazza@yahoo.com	Home:781-365-0876	Cell:339-927-1656	Work:617-954

Town Rep Jobs/Task

- Cancelling Games/Rain Outs
- Reviewing the Rescheduling Process
- Reviewing game cancel request by coaches
- Approving out of town waivers
- Getting Approved Rosters

Field Cancellations and Rain outs

- SportsManager has a field closing module that the site administrator can use to close fields.
- Individual Fields can be closed or All Fields.
- Email Notices sent to Home and Away Coaches, Players, Refs
- To use it click on :
- Then click on :

A rectangular button with a blue background and yellow text that reads "PLAYING AREAS". It has a thin yellow border.A rectangular button with a light gray background and blue text that reads "Manage Closings". It has a thin blue border and is set against a light blue background.

Rescheduling MAYS Status Page

RESCHEDULING

Setup

Statistics

Score Discrepancies

ALL ORGANIZATIONS ▾

2014 ▾

Spring Soccer ▾

All League ▾

All Divisions ▾

15 Cancelled Games, 14 waiting for Home Coach, 1 waiting for Away Coach, 1 Completed Reschedules, 0 Cancelled games - no

Game #	Date	Time	League-Div	Home Team	Away Team	Status
840939	4/22/2014	12:01 AM	U10B-4A	Medford-4A-BU10-5	Chelmsf-4A-BU10-5	Waiting for Away Coach 03/12/2014
Home Coach:	Robert Corcoran	Email: corcoranfamily1@yahoo.com		Cell: 781-999-3461	Work: 781-999-3461	Home: 781-874-2203
						Resend Home Coach Email
						Goto Page
Away Coach:	Steve Smith	Email: cassteve@comcast.net		Cell:	Work:	Home: 617-548-3928
						Resend Away Coach Email
						Goto Page
839905	5/24/2014	12:01 AM	U12G-3A	Medford-3A-GU12-2	Tewks-3A-GU12-2	Waiting for Home Coach 03/11/2014
Home Coach:	Lawrence Powers	Email: larrympowers@gmail.com		Cell: 617-378-2260	Work: 617-912-4321	Home: 781-395-4380
						Resend Home Coach Email
						Goto Page
Away Coach:	Scott Tibbetts	Email: kerlyscott@comcast.net		Cell: 508-423-9317	Work:	Home: 978-640-9731

Rescheduling Coach Instructions

Home Coach Instructions

Home Coach Instructions: Check with your club officials for available dates and fields before proceeding. We recommend that you contact your opponent to see if you can agree to a date. Pick 3 dates for the Away coach to choose from. Once you click submit these dates will be sent to the Away coach. Once a date is selected the game will be rescheduled and you will receive a notice. If the Away coach cannot

Away Coach Instructions

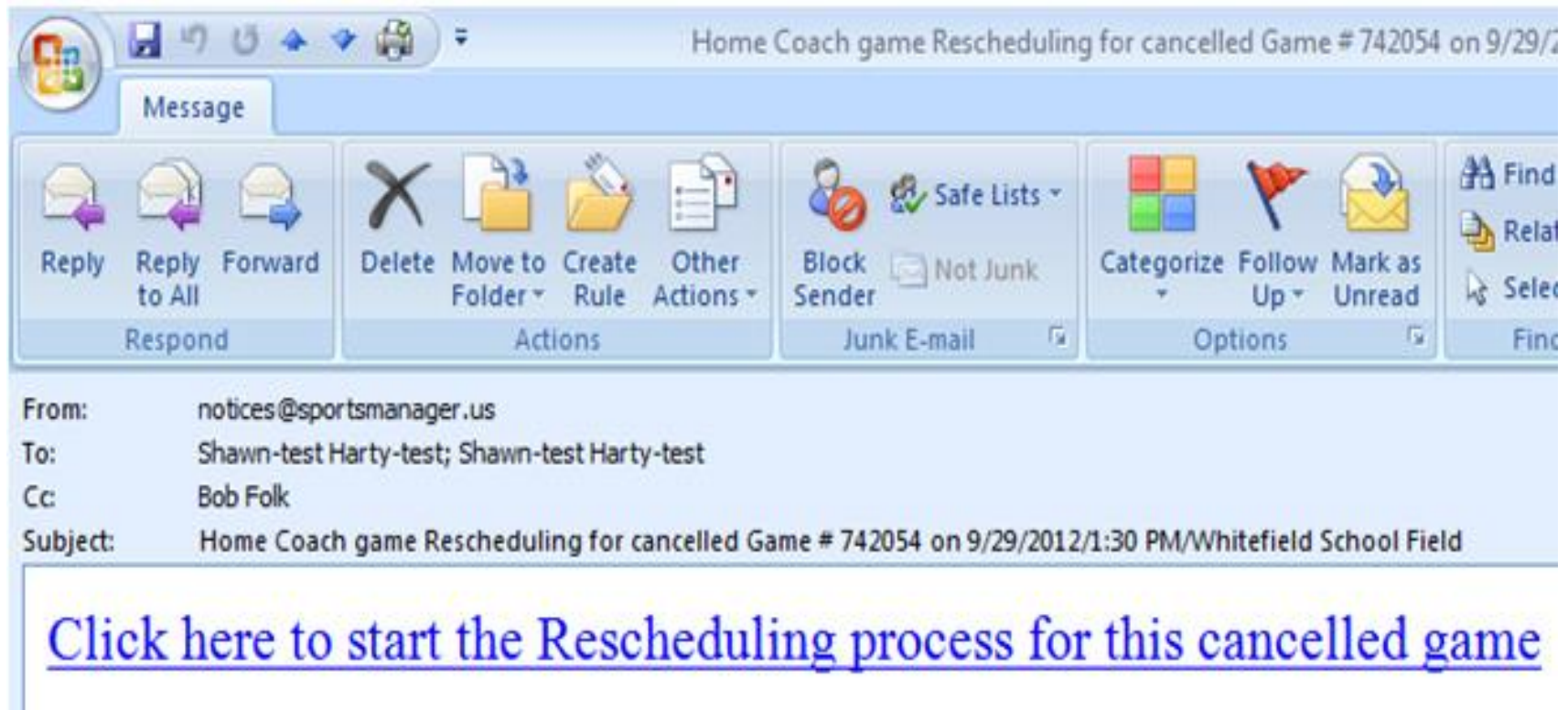
Away Coach Instructions: The following dates have been selected by the Home Coach for rescheduling the cancelled game. Pick 1 date and click submit to reschedule the game and send a email confirmation. If you cannot accept any of the dates then pick the "None" option and enter a comment to explain your situation. Then click submit to restart the rescheduling process.

Rescheduling Rules

11. Rescheduling Games
a) When a team cannot play a scheduled league game for legitimate reasons, the coach shall prove in writing, with significant documentation to the satisfaction of the Age Director, that fewer than eleven (11) players

Save

Rescheduling Home Coach Email



Key Tips for Rescheduling

The Town Rep can:

1. Click on town Rescheduling button to view.
2. Resend the Home or Away Coach email
3. Answer and select dates for the Coach

Note:

- A rescheduling game will replace a Practice
- Notices to practice coaches will be sent

Rescheduling Summary

Here is the SM Schedule Change process (in its simplest form):

1. Home Coach gives the 3 options
2. Away Coach picks 1 of the options...causing
3. Schedule change / referee request / notices sent
4. League can reply to all to give approval to changes

Practice schedule view

Coaches or admins can see this

Playing Area	Mon	Tue	Wed	Thu	Fri
Foundation 1	Add Practice BU14 - 2 - McKane(10) BU14 - 1 -Purdy(10)	Add Practice GU14-2-Platz(10) BU14 - 3 - Reitsma(8)	Add Practice BU14 - 2 - McKane(10)	Add Practice BU14 - 3 - Reitsma(4) BU14 - 1 -Purdy(9)	Add Practice GU14-3-Spirito(10) GU12-D3-Spirito(10)
Glavin 9	Add Practice GU14-1-Pedersen(10) GU-HS-Bertrand(10)	Add Practice BU14 - 2 - Niggemeyer(10) BU-HS- Niggemeyer(10)	Add Practice	Add Practice GU14-1-Pedersen(9) GU-HS-Bertrand(9)	Add Practice BU14 - 2 - Niggemeyer(10) BU-HS- Niggemeyer(10)
Municipal 1	Add Practice GU14-3-Spirito(10) BU12-2-Ward(10)	GU14-3-Adams(10) BU14 - 3 - Escobar(10) BU14 - 3 - Dwyer(10)	Add Practice GU12-D3-McBride(10) GU12-D3- Kalinowski(10)	Add Practice GU14-2-Platz(8) BU14 - 3 - Escobar(9)	Add Practice GU14-3-Adams(10) BU14 - 3 - Dwyer(10)

Final Summary

- Contact us for Support or Questions
- Shawn Harty, SportsManager Solutions
- 508-423-2444
- Support@sportsmanager.us
- Use the Help area
- MAYSL Town Coordinator/Town organization handbook
- www.sportsmanager.us/orgmanager/MAYSL.htm
- New Site Design – Team pages - Mobile