

Suburban Friendship League

Frequently Asked Questions – Field Schedule Spread Sheet (February 15, 2005)

BACKGROUND

The Field Schedule Spread Sheet is used in the game scheduling process to determine (1) the order that teams should be scheduled on a given field, (2) the time slots that are available on a field, (3) the time that should be used for the first game, and (4) the length of time that should be used when scheduling games. The scheduling program uses this information along with information obtained during the team registration process to determine how the games will be scheduled. Basically the program does the following:

- Generates a game schedule for each team. If the game is a home game for the team, then it asks the following questions: (1) what day should be used for the game (i.e., Saturday or Sunday) and (2) what game field should be used? This information is obtained during the team registration process.
- After all the games have been generated, it asks the following questions for each game: (1) what is the age group and (2) what game field is being used for this game? Once it knows the answer to these questions, it then goes to the information obtained from the Field Schedule Spread Sheet and asks the following questions for this game: (1) what is scheduling order that has been assigned to this age group, (2) what is the start time that should be used, and (3) how much time should be allowed for this game?
- Now the program has all the information it needs to generate the times that should be used for the game. It takes the games and sorts them by game field, game date, and scheduling order and computes the game time that should be assigned to that game. The first game of the day is assigned the first starting time and the next game's time is computed by taking the start time and adding the number of minutes that should be allowed for the previous game. For example, if the field schedule says that a Saturday game should start at 9:00 AM and last for 90 minutes, the first game will be scheduled for 9:00 AM and the second game will be scheduled to start at 10:30 AM.

The following are some questions and answers on how to fill out the field schedule spread sheet.

Question: The spread sheet appears to assume that each field will be used for all age groups. This is not the case for our fields. What numbers should be entered in the spaces shown for age groups that do not use the field? For example, if a field is only used for Under 12s, what numbers should be used for the other age groups?

Response: The system disregards any scheduling order information that is associated with an age group that does not actually end up being scheduled on a given field. For example, if a field is only used for Under 12s, the system does not care what values were entered for the other age

1 groups. In other words, it does not matter if the spread sheet shows that the Under 12 Boys
2 are first and the Under 12 Girls are second or that the Under 12 Boys are seventh and the
3 Under 12 Girls are eighth. Since only 12s have been assigned to this field, the results will
4 be the same.
5

6 **Question:** The spread sheet appears to assume that the field can be used for Saturday and Sunday
7 games. Most of our Sunday slots are committed to travel games. Also, I thought that we
8 did not have to provide the Sunday field slots that were available for makeup games until
9 after the season began. How do I show (1) that a field is not available to the SFL on Sunday
10 and (2) what Sunday slots are available for make up games?
11

12 **Response:** The clubs are not required to provide the Sunday game slots available for make up games
13 until after the season begins. When the Sunday make up game slot information is needed,
14 the SFL will send out a different spread sheet along with an Email notifying the clubs that
15 this information is needed.
16

17 Basically, what determines if the Sunday information shown on the Field Schedule Spread
18 Sheet is used is the information gathered during the team registration process. If a team is
19 shown on the Team Registration Spread Sheet as playing its games on Sunday, then the
20 scheduling program will use the information contained on the Field Schedule Spread Sheet
21 to determine what Sunday field slots should be used. Otherwise, the Sunday information is
22 not used. In other words, if all your teams are shown on the Team Registration Spread
23 Sheet as playing their home games on Saturday, then it does not matter what information is
24 shown on the Field Schedule Spread Sheet for the Sunday games and the default values
25 should be left unchanged.
26

27 **Question:** How do I handle special situations that may relate to a field? For example, a field may not
28 be available for a given weekend.
29

30 **Response:** These special situations are handled using a manual process. When returning the Field
31 Schedule Spread Sheet, just include a note in the Email providing this special information.
32 For example, "Field A is not available on April 24, 20XX. Field B should be used for these
33 games." If Field B will only be used for this special situation, then please ensure that it is
34 shown on the Field Schedule Spread Sheet so that the system will know how to handle these
35 games. Although Field B is shown and it may appear that it will be used for the entire
36 season, it will only be used for the April 24, 20XX games.
37

38 **Question:** How do I mix up the games that are scheduled on a given field? For example, I would like
39 the Under 14 Girls to play the morning games on even numbered weeks and the Under 14
40 Boys to play the morning games on odd number weeks.
41

42 **Response:** The system will use the specified order for all weeks. It does not allow the groups to be
43 switched. It has been our experience that most clubs desire to have a standard approach to
44 the scheduling order.
45

1 **Question:** I would like to mix up the fields that are used for my teams. For example, I would like the
2 Under 14 Girls to play on Field A on odd weeks and Field B on even weeks. How is this
3 done?
4

5 **Response:** The system does not support this functionality. Basically, a team is linked to a specific field
6 during the team registration process and the team is expected to play on that field the entire
7 season except for special situations.