

JOB DESCRIPTION FOR THE VYSA REP ON THE 4D BOYS SCHEDULING COMMITTEE

Mid-July to mid-August –

The VYSA Scheduling Rep will be part of the 4D Scheduling Committee along with the Richmond, Burnaby and North Shore Schedulers as well as the 4D Scheduling Secretary. This committee creates the preliminary league section alignments based on the information sent to them by their District Registrars. This is all done by email and usually generated by Vancouver as we have the earliest deadline to declare 4D teams. The majority of teams are entered into the groupings they request so there are usually just a few that require some further investigation if they are requesting a group that doesn't seem logical based on last season's info and the input provided by the Registrar from the Intent to Play info.

When these alignments are agreed on by the Committee, email them to the Club Presidents for confirmation that they are okay with their teams' placements and give them a short deadline to get back to you.

When the 4D Scheduling Committee has finalized the placements, send the Preliminary Alignment document to the 4D Scheduling Secretary so the spreadsheet needed for program data entry can be organized. After checking to be sure all Vancouver teams are in the right places, forward it to the VYSA Field Scheduler who will fill it out based on the information from the Intent to Play workbooks and return it to you. When all 4Districts have completed their parts of the spreadsheet, it will be sent for uploading into the scheduling program. Before it goes live on bcsoccercentral.com, there will be an opportunity to again check that all information for Vancouver is correct and there are no field conflicts.

September to the end of the season –

Vancouver has been looking after U13 to U18 Silver for the past few years and that probably won't change. There is a 4D Liaison for each league section and there are usually around 10 Silver sections. Once a Liaison is in place, they will generally carry on each year as their team moves up. Of course, U13 sections will always require new people. Send an email to all of the contacts in the section to ask for someone to step up if there isn't already a Liaison in place.

The 4D Liaison will collect the scores each week from their specific group and send them all to you by Sunday night in a single email so you can enter them into the stats program. The link for that program will be provided to you at the start of the season. You simply download each week's games, fill in the scores provided and then upload them to the Server. If you don't receive the scores by that deadline for a group, they can be added with the next week's games, but don't hold everyone up because one Liaison is late.

Your other connection to the 4D Liaisons is to forward any changes to what has been published so they can pass it along to the teams in their specific league section. These changes will always come from the 4D Schedulers. No other source of information is to be accepted. Also forward to the Liaisons any other information sent by the 4D Board.

From time to time, a team will have questions that their Liaison can't answer or find in the 4D Guide. If you can't answer them either, forward them to the person in the 4D Guide responsible for the area in question.

October -

A meeting of the 4D Scheduling Committee is held the Monday or Tuesday before Thanksgiving. It generally takes about 2 hours. At this meeting, promotion and relegation is discussed based on the results to date as well as who they have played to get those results. After the new alignments are agreed upon, it's the same procedure as back in July. The new schedule will be posted the week before the preliminary schedule is over.

After the first games of the new schedule have been played, you will be sent a link to the updated stats' program.

Currently, the 4D Cup Draws are done at this October meeting, but that may change for the next season and be done by the 4D Board at their meeting or by a meeting of the District Chairs.

No matter who does them, when the Cup draws are finalized, they are sent to the VYSA Scheduler to fill in the field and time for Vancouver home games. When all fields and times are completed by each District, the draws and info are sent to the Liaisons to pass on to their teams. They are also posted on the www.4districtsoccer.com website. The Silver Liaisons will collect and pass along the scores to you. Each round, the same procedures are repeated until the 4D Cup Finalists are all set, usually by the last week of November.

December, January, February –

This is the easiest time at the 4D level because it's basically just getting the league games played and scores posted.

At the end of the season, determine the Silver league section winners based on the bcsoccercentral.com standings and the information found on Page 6 of the 4D Guide and them to the 4D Scheduling Secretary.

There is nothing to do re: 4D scheduling between March and the end of June.