

# The Keys to Successful Tournament Game and Referee Scheduling

## **Slide 1 -- Opening Slide**

## **Slide 2 – Mission Statement**

Our mission statement is based in our philosophies. Tournaments contribute greatly to Player Development

## **Slide 3 – Philosophies**

Briefly discuss the six philosophies and how each philosophy relates to tournaments and special events

## **Slide 4 – AYSO Vision Statement**

Players and volunteers make special bonds from participating in tournaments. It is about much more than the game. Life long memories are created from tournaments.

## **Slide 5– What is an AYSO Tournament**

What sets AYSO tournament apart from other tournaments? Our philosophies are still in place even during tournaments

## **Slide 6 & 7 – Why host an AYSO Tournament**

There are many reasons for hosting a tournament. What are the needs of the Region, players and volunteers? What is successful participation?

**Slide 8 – Objectives** – To help assist the new tournament scheduler with tips to effective game and referee scheduling

## **Slide 9 – Key Positions**

Every volunteer involved in the event, regardless of role, has a customer and some have many different types of customers. Discuss the importance of the team working together for a successful event. Place emphasis on the importance of both the Games Scheduler and the Referee Scheduler working with the other members of the team.

## **Slide 10 – Tournament Referee Administrator**

Describe the requirements of the Tournament Referee Administrator while stressing the importance of the role to the success of the event. Quality referee staff and scheduling can lead to a positive experience for the players, volunteers and spectators.

### **Slide 11 – Tournament Games Scheduler**

Describe the requirements of the Tournament Games Scheduler while stressing the importance of the role to the success of the event. A poorly produced game schedule can result in a very poor experience for all involved.

### **Slide 12 - 16 – Games Schedule**

Discuss the outline and basics of games scheduling to facilitate a successful schedule.

### **Slide 17 – Other considerations**

Major emphasis should be placed on Coordination with the Referee administrator to ensure they have sufficient time with the schedule to get it posted with enough time for signups. Also, place special focus on the importance of a backup plan due to inclement weather or other interruption in games. Rescheduling may have to be done very quickly, what will the plan be? Are there backup fields? What if one or more fields are taken off line?

### **Slide 18 - 20– Referee scheduling**

Road map to scheduling referees.

### **Slide 21 – Develop the plan**

What method should you use to schedule the referees? Discuss briefly some pros and cons of each method

### **Slide 22 – Self Scheduling**

The Pros of using an online referee self signup program

### **Slide 23 – Manual Signups**

The cons with not using self signups

### **Slide 24 - 25- Publish and maintain the schedule**

Discuss the many ways the schedule SHOULD be published. It is very important to maintain close communication with the Games Scheduler throughout the entire event. It is very frustrating when a referee team shows up to their scheduled game and they did not get the memo the game they were prepared to officiate had been moved to another time.

### **Slide 26 – Tournament resources**

Where to go for help.

### **Slide 27 – Section Tournament Administrators**

**Slide 28 – NTAC members**

**Slide 29 – Questions**

Be sure to say thank you and make sure everyone has signed the roster!