

## COORDINATOR RESPONSIBILITIES

A Coordinator's responsibilities include speaking with and working with your Division Supervisors to assure the season runs smoothly minimizing any problems as well as aligning all of the divisions in your Age Group. Below are the responsibilities that are applicable to you as the Coordinator. It is imperative that you also READ and the **Games Committee Guidelines (GCG)** on [www.lijsoccer.com](http://www.lijsoccer.com), under forms and documents as well. You are responsible for the Guidelines rules and procedures listed therein.

### PRESEASON RESPONSIBILITIES:

Prior to the start of the season, contact each Supervisor to determine if each Supervisor has verified each Coach's contact information: name, phone number, and email address. If there are any discrepancies the Supervisor should notify both the League Office and you. Many supervisors ask for an alternate contact name in case the coach cannot be reached. Of course, verify the Supervisor contact information.

### RECORDS TO KEEP

Coordinators must keep records of phone calls for postponements and rescheduling of games and any e-mail communication with your coaches and supervisors during the season.

### SCORING AND CONFLICT AVOIDANCE

You need to emphasize to your supervisors the importance of monitoring the scores of teams in their division. You must ensure that your scheduled games have the scores entered by the Home Coach by 6 PM the following day; or, you can notify the Supervisor and LIJSL office to assess the fine for not entering the score. Coordinators must monitor the Eastern New York State Cup and LI Cup games in their Age Group to help minimize conflicts with Cup games and League games.

**RESCHEDULING GAMES:** See rescheduling games procedures (GCG) on [www.lijsoccer.com](http://www.lijsoccer.com), under forms and documents

### Game Change Requests

See game change request (GCG) on [www.lijsoccer.com](http://www.lijsoccer.com), under forms and documents. Once a game is rescheduled it cannot be changed again. **All postponed, cancelled or to be scheduled game forms are generated automatically, once you go into the system and make the changes. Please enter the proper field info. DO NOT PUT IN "CALL" FOR THE FIELD, the coach must give you the field number, IE. FIELD 1, HL1 ETC.**

### CHANGE OF FIELD LOCATION

If you are rescheduling and changing the home team location; notify the League office FIRST. After confirming with the League Office, go into the online scoring system enter the game number and enter the revised information as required, i.e. new date, time and field. If the home is changed enter for the rescheduled reason, insert "DIFFERENT HOME TEAM."

### SCHEDULE CHANGES by the LIJSL OFFICE

There are times that the Club Field Scheduler notifies the office in a timely manner to move all their games from one field to another and in some cases having to change the times because they cannot use the original field usually due to field permits. The same also applies when the Referee Office notifies the League Office that a field is double-booked or games overlap, the office will call the Club Field Scheduler and rectify the problem immediately. Once the LIJSL Office makes the change in the system you will receive an email as well as the Coaches.

Note, you or your supervisors cannot change game times at the LIJSL soccer park designated as field SP1, SP2 SP3 etc. If a LIJSL soccer park game is cancelled, then the home team reschedules the game at their home field not the soccer park. If the LIJSL soccer park closes due to unplayable fields an alert will be posted on our website [www.lijsoccer.com](http://www.lijsoccer.com). If there is a possible closing of the soccer park your supervisor should notify the teams playing at the soccer park to check the web site for game confirmation before they depart for the games.

### LATE POSTPONEMENT NOTIFICATIONS

If you/supervisor needs to cancel a game after the League office closes on Friday at 4 PM, please remember that even though you enter it into the system the Referee Office does not receive it until Monday. Please be courteous and notify the Referee Office Friday night at 631-648-8877. The affected coach should also notify the assigned referee personally (they should have the number).

### "TBS" SCHEDULING

Please verify with your Supervisors who have "TBD 1/1/9999" games that they are taking steps necessary to schedule these "TBD 1/1/9999" games. See Rescheduling issues (GCG) on [www.lijsoccer.com](http://www.lijsoccer.com), under forms and documents

### SEASON DIVISION WINNERS

The team with the most points at the end of the season wins the Division as Champion. In the event of a tie the determination of the final order of finish for aligning divisions next season is as follows: 1. Most Wins 2. Head to head competition (only for a multi-team tie)

3. Least goals allowed 4. Most shutouts resulting in a win 4. Least shutouts resulting in a loss 5. Goal differential.

**PLEASE CHECK THAT THE SUPERVISOR HAS CALLED IN THE DIVISION WINNER(S) TO THE LIJSL OFFICE AT THE END OF THE SEASON. YOU MAY ALSO WANT TO CONGRATULATE THE COACH OF THE DIVISION WINNER(S). YOU MAY TELL THEM THAT THEY CAN PICK UP THEIR AWARDS AT THE LEAGUE OFFICE (between 9AM and 3:30 PM, Monday-Friday). NO MATTER HOW MANY TEAMS ARE TIED IN POINTS FOR FIRST PLACE, THEY ALL RECEIVE AWARDS.**