

## **2013 CCSL Metro Section**

### **Age Group Coordinator Instructions**

1. As soon as possible, go to:

<http://events.gotsport.com/events/default.aspx?EventID=25647> Click on Metro Section Schedule and then select 'All Standings' for your age group (example: if you are a U15 AGC this year, look for final standings for U14s, etc). Make a copy of these final standings to refer to later.

2. You can to go to:

[http://www.calnorth.org/ccsl/fall\\_season/ccsl\\_applied\\_teams\\_fall/](http://www.calnorth.org/ccsl/fall_season/ccsl_applied_teams_fall/) and view teams as they start submitting CCSL applications for the 2013season (. just to get a little advance notice of what to expect). You should check District 6, 8, & 9 because these Districts comprise the Metro Section/Valley Region.

3. We (Dino/Pete/Emma) will create Excell spreadsheets listing the pertinent team information (team, coach, club, email address, phone number, etc.) for each team in your age group that has applied to the CCSL Metro Section/Valley Region. AGCs should save a copy of this original 'unedited' version (just a good idea to have as a reference/back-up) to make sure you haven't deleted a team while editing, seeding, ranking etc)

4. Form a contact group - save all the email addresses of the team managers / coaches and make a contact list. Send an introductory email.

Encourage/Invite communication, feedback from coaches on any results of scrimmages/games/tournaments. Provide dates/league schedule....and important links such as:

<http://www.calnorth.org/ccsl/ccsl/>

<http://www.calnorth.org/ccsl/documents/>

<http://www.calnorth.org/ccsl/rules/>

5. After you receive the spreadsheet from Metro Section you will need to create your initial seeding - rank all teams in order on the spreadsheet. Rank teams based on the Metro Section Ranking System (will be provided) Seeding to be accomplished by manipulating the spreadsheet.
6. For U14s and under - Form groups for seeding, preferably groups of 5 teams (groups can have any number of teams for seeding purposes). A host team is needed for each group. Send instructions to the host team to contact other teams in their group to arrange seeding matches. (*Dino to include example email template*). Provide support as necessary.
7. Collect results from seeding matches and any other results/feedback provided by coaches / teams, and use this information to complete final ranking and brackets for Metro Section play. For Metro Section play, brackets should preferably be groups of 6, 10 or 11 teams.
8. Email final ranking/brackets (with teams separated into brackets on spreadsheet, in format originally provided) to Emma, Dino and Pete. These documents will be collated, and circulated to all by Emma, then forwarded by Dino to Bruce Sillars (CCSL Director).
9. Email to all teams in your age group that rankings are available online for coaches to review - provide deadline / how to dispute (*include example email template*)
10. Start of Season email – Send each team a Start of Season email that includes any 'game day instructions' (see CCSL documents on website - <http://www.calnorth.org/ccsl/documents/>: printing game cards/entering scores, player send off (refer to league rep). How to handle any requests for rescheduling games – ALL RESCHEDULED MATCHES NEED TO GO THROUGH THE HOME TEAM. The HOME team will follow CLUB & CCSL protocol and policy. (a time change is considered a reschedule).

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We will also need to pass on information regarding the Coaches Meeting in August once it is scheduled.