



## Weekly Team Schedule and Checklist

### Sunday Night/Monday Morning -

- Recap of weekend games
  - Include what you worked on last week in training and how it related to the weekend games
- Weekly schedule for training and games
  - Check OYSA website for game schedule - [Leagues webpage](#)
- Reminder for parents to mark/collect availability for next weekend's games
  - If you travel, you should be collecting availability 3 weeks in advance of that game

### Tuesday

- Look over availability again, one more reminder to parents who have not marked their availability for the games

### Wednesday

- Email out preliminary rosters for your game(s)
  - Include game time, location, arrival time, jersey color, etc.
- If you are short on players contact your DOC or other coaches in your club to borrow players
  - Plan to have at least 12 at every 9v9 and 15 at every 11v11 game where possible
  - Use the Club Pass feature in the Affinity software or collect player cards at training

### Thursday

- Print rosters and organize your player cards for the weekend
  - Verify game information listed on the rosters (date, field, time, opponent)
  - Use the Club Pass feature in the Affinity software or collect player cards at training
- Email your families with any updates on the rosters

### Friday

- Make any last-minute adjustments to cards/rosters/availability
- Double check your online schedule again

### Saturday/Sunday

- If issues come up at the field, please call the Game Day Hotline for guidance.
  - 971.732.9897
- If you have referee issues or you don't have a referee for your game, call the Referee Hotline.
  - 503.737.8424

It is the responsibility of the clubs and coaches to ensure that their team's fulfill their game obligations.

Any game changes have to be done 2 weeks ahead of any scheduled game.

- [Click here](#) for information on the schedule change process. You will get a direct email from Valorie or you can find a link on the [Leagues page](#) on our website. All game changes are \$100.