

## POSTING FOR 2010-2011 GAME SCHEDULER

### AWSL GAME SCHEDULER FOR 2010-2011 FALL, SPRING, AND SUMMER SEASONS

The AWSL is now accepting bids for the game scheduler position for the 2010-2011 season (fall, spring, and summer). The AWSL game scheduler must be proficient in computer use, have access to email at all times, have the ability to mediate complex situations, have the ability to work independently and under specific deadlines, and have effective communication skills both oral and written. In addition, the AWSL game scheduler's duties will include the following:

#### Overall Duties

##### Field Reservations for each season:

- work with AWSL Executive Committee to determine number of fields needed for next pending season, tournament, practice, clinics, other events as needed; notify designated Master Field Scheduler (GASC representative) of needed fields by required deadline; determine field use fee payment needed and notify AWSL treasurer to receive check for payment; deliver payment to Travis County Parks department office to receive field reservation confirmations; confirm fields reserved by Travis County Parks department accurately match the Master Field Reservation Schedule provided by GASC representative

##### AWSL Game Schedule:

- manage field schedule as submitted by GASC representative for AWSL
- create game schedules for each division in the league and provide draft copies of schedules to Executive Committee for review in sufficient time in advance of beginning of fall, spring, and summer seasons
- ensure that schedules reflect an equal and fair distribution of times and games played for each team in the division
- ensure that schedules allow for each team in a division to play each other at least once in a game that counts toward official standings
- check email daily and provide prompt responses (within 24 hours or sooner given the circumstances) to questions from the Executive Committee, captains, players, referees, entities that own or lease fields (e.g., the City or County)
- update website with changes to schedule as promptly as possible after changes are made and communicate such changes to captains and referee assignor
- keep track of any rainouts, postponements or cancellations; ensure that schedules on AWSL website are revised to reflect rainouts, postponements or cancellations
- on a weekly basis, review games played and games cancelled for any reason to determine the need to reschedule "counting" games that are rained out, postponed, or cancelled, where field space available
- develop amicable relationship and work closely with entities from which AWSL rents fields including Travis County Parks Dept, City of Austin Parks Dept, other as applicable
- develop amicable relationship with and work closely with other soccer leagues' games schedulers, including the game scheduler for AMSA, ACSA, and CAYSA
- develop amicable relationship and work closely with referee assignor

## Requirements

- must be available by telephone and email during the day to attend to league business as needed
- supply own materials for creating schedules and communicating with all persons and entities noted above, including computer and any software programs necessary to create and post schedules
- attend Executive Committee meetings, as requested
- attend all Board of Captains meetings
- attend Greater Austin Soccer Coalition meetings, as requested

## SUBMISSION OF RESUMES AND BIDS

This request for bids will be open until July 15, 2010 at 5:00 p.m. Please submit a resume along with a proposed bid reflecting the amount requested for all the duties set forth above and a proposed payment schedule. The Executive Committee reserves the right to add to or delete from these duties and to place terms upon the payment schedule before any bidder is offered the scheduler position. Letters of recommendation are also welcome but not required. The Executive Committee will contact interested candidates to set up interviews shortly after the bidding period ends. Please submit resume and bids, as well as any questions about the scheduler position, to Hollis Levy at [babybluessoccer@hotmail.com](mailto:babybluessoccer@hotmail.com).