

Standard Operating Procedure

Scheduling Practices in Spordle Play as an Associative Planner Association de Soccer Pierrefonds

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Document Control

Field	Details
Document Owner	Mark Bialowas / Club Administrator
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Approved By	N/A
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1. Purpose

This SOP explains how an Associative Planner schedules team practices in Spordle Play, including selecting teams, assigning fields, setting dates and times, checking conflicts, confirming the schedule, and communicating updates to the appropriate club contacts.

2. Scope

This procedure applies to Association de Soccer Pierrefonds administrators, schedulers, technical staff, coordinators, and other approved users responsible for creating or managing practice schedules in Spordle Play.

3. Role Required

The user must have access to Spordle Play with the role: Associative Planner.

This role should allow the user to view teams, access planning or scheduling tools, assign practice slots, and manage practice events for the association.

4. Prerequisites

Before scheduling practices, confirm that:

- You can log in to Spordle Play.
- Your account has Associative Planner access.
- You are working under the correct organization and season.
- Teams have already been created in the system.
- Field or facility availability has been entered or confirmed.
- Practice dates, times, and locations have been approved by the club.
- Blackout dates, holidays, tournaments, and field closures are known.
- Coaches or team managers have been assigned to teams, if required.

5. Procedure

Step 1: Log in to Spordle Play

- Go to the Spordle Play login page.
- Enter your username and password.
- Select the correct organization or association, if prompted.
- Confirm you are working under the correct season.

Step 2: Access the Planning or Scheduling Area

- From the main dashboard, go to the scheduling or planning section.
- Select the module used for practices, such as Calendar, Scheduler, Planning, Events, or Practices.
- Confirm that you are in the administrative planning view, not a team-only view.

Note: The exact menu name may vary depending on the Spordle Play configuration.

Step 3: Select the Correct Season

- Confirm the active season, for example Summer 2026, Indoor 2026, or Competitive 2026.
- Do not schedule practices under an old or incorrect season.
- If the wrong season is displayed, change it before continuing.

Step 4: Select the Team

- Locate the team that requires a practice schedule.
- Verify the team name, category, level, and coach.
- Confirm you are scheduling for the correct team before creating the event.

Field	Example
Name	U12M - TRAINING
Organization	PIERREFONDS SOCCER ASSOCIATION
Team	U12M ...
Category	U-12 LDR Male

Step 5: Create a New Practice Event

- Click Add Event, Create Practice, New Practice, or the equivalent option.
- Choose the event type as Practice.
- Enter the required information: team name, date, start time, end time, facility or field, surface or field section, and notes if needed.

Field	Entry
Event Type	Practice
Team	[Insert team name]
Date	[Insert practice date]
Start Time	[Insert start time]
End Time	[Insert end time]
Location	[Insert field/facility]
Notes	Example: Half-field session

Step 6: Assign the Facility or Field

- Select the approved field or facility from the available list.

- Please only choose Half Fields for Trainings.
- Please do not schedule recurring practices, only one-offs.
- If the facility has multiple fields or surfaces, select the correct one.
- Validate whether the booking is half field or shared field.
- Make sure the selected field matches the approved allocation.

Step 7: Check for Conflicts

- Before saving, review for conflicts involving field availability, team schedule, existing games, existing practices, tournament or event conflicts, and field closure dates.
- If Spordle Play displays a conflict warning, do not ignore it. Review the conflict and adjust the practice time, date, or location.

Step 8: Save the Practice

- Review all details.
- Click Save, Create, or Confirm.
- Wait for the system to confirm that the practice has been created.
- Return to the calendar or team schedule to verify that the practice appears correctly.

Step 9: Create Recurring Practices, If Needed

- PLEASE DO NOT SCHEDULE RECURRING TRAININGS. Request recurring training scheduling to psascheduler@soccerpierrefonds.ca.

Step 10: Notify Coaches or Teams

Depending on the club process, notify the coach or team manager after the practice has been scheduled. Notification may happen through Spordle Play notifications, email, team management apps, or internal club communication.

Suggested message:

Hello,

The practice schedule has been entered in Spordle Play for your team.

Team: [Team Name]

Date: [Practice Date]

Time: [Start Time] to [End Time]

Location: [Field/Facility Name]

Please review the schedule and advise if there are any issues.

Thank you.

- Or notify via the Spordle App if you are a Premium Spordle App Team.

6. Quality Control Checklist

Check	Completed
Correct season selected	<input type="checkbox"/>
Correct team selected	<input type="checkbox"/>
Correct date entered	<input type="checkbox"/>
Correct start and end time entered	<input type="checkbox"/>
Correct field or facility selected	<input type="checkbox"/>
No field conflict	<input type="checkbox"/>

No team conflict	<input type="checkbox"/>
No game conflict	<input type="checkbox"/>
Recurring dates reviewed	<input type="checkbox"/>
Coach/team notified	<input type="checkbox"/>

7. Common Issues and Resolutions

Issue: The field does not appear as an option

- Confirm the correct season.
- Check facility setup.
- Contact the Spordle administrator if the field is missing.

Issue: A conflict warning appears

- Review the conflict details.
- Change the time, date, or field.
- Do not override conflicts unless authorized.

Issue: The wrong team was scheduled

- Open the practice event.
- Edit the team assignment, if possible.
- If editing is not possible, delete the incorrect event and recreate it under the correct team.
- Notify the affected coach if the schedule was already published.

Issue: Recurring practices created unwanted dates

- Review the recurring practice series.
- Delete or edit incorrect dates.
- Check holidays, tournaments, and blackout dates before saving again.

8. Best Practices

- Schedule practices only after field allocations are approved.
- Always verify the season before creating events.
- Use consistent naming and notes.
- Avoid overriding conflict warnings unless you have approval.
- Review recurring schedules carefully before publishing.
- Keep a backup copy of the approved field allocation.
- Notify coaches once schedules are confirmed.
- Recheck the calendar after major schedule changes.

9. Change Management

Any major changes to published practices should be communicated to coaches and affected teams as soon as possible. Examples include field changes, time changes, date changes, cancellations, changes from full field to shared field, and practices moved indoors.

10. Record Keeping

Maintain a copy of approved field allocation, published practice schedule, schedule change requests, confirmation emails or messages, and field closure notices.

12. Version History

Version	Date	Description	Author
1.0	April 27, 2026	Initial SOP draft	Mark Bialowas / Club Administration