

Standard Operating Procedure

Modifying Games in Spordle Play as a Schedule Organizer Association de Soccer Pierrefonds

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Document Control

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

This SOP explains how a Schedule Organizer modifies existing games within a schedule in Spordle Play, including locating the correct game, confirming requested changes, updating date, time, location or notes, checking conflicts, saving the change, verifying the schedule, and communicating updates to affected stakeholders.

2. Scope

This procedure applies to Association de Soccer Pierrefonds administrators, schedulers, coordinators, and other approved users responsible for managing game schedules in Spordle Play. It covers updates to existing games only. It does not cover creating a full season schedule, assigning referees, entering scores, or creating new teams.

3. Role Required

The user must have access to Spordle Play with the role: Schedule Organizer. This role should allow the user to view schedules and games, access the game management area, and modify game details for the association where permitted by league or competition settings.

4. Prerequisites

Before modifying a game, confirm that:

- You can log in to Spordle Play.

- Your account has Schedule Organizer access.
- You are working under the correct organization, league, tournament, or association.
- The correct season and schedule are selected.
- The game already exists in the schedule.
- The requested change has been approved, if approval is required by the club, league, or competition.
- The new field, venue, date, and time are available.
- Any impact on officials, teams, scorekeepers, standings, or published calendars has been considered.

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 Games or Scheduling Area

- From the main dashboard, go to the Games, Scheduler, Planning, Calendar, or equivalent scheduling section.
- Confirm that you are in the administrative scheduling view, not a team-only view.
- Use the menu or filters to access the list of scheduled games.
- Note: The exact menu name may vary depending on the Spordle Play configuration.

Step 3: Locate the Correct Game

- Search or filter by game number, date, team, category, division, venue, or schedule name.
- Open the game overview or game detail screen.
- Verify the home team, away team, category, division, date, time, and location before editing.
- Do not modify a game based only on team name when multiple teams may have similar names.

Step 4: Confirm the Requested Change

- Confirm what is changing: date, start time, end time, field, surface, venue, comments, or game status.
- Confirm who requested the change and whether approval is required.
- Confirm both teams have been informed or have agreed, if required by club or league rules.
- Check whether officials, assigners, scorekeepers, or field coordinators may be affected.

Step 5: Edit the Game

- Click Edit, Modify, Change Request, or the equivalent option available in the game screen.
- Update only the required fields.
- Typical editable fields may include date, start time, end time, playing surface, field, venue, and game comments.
- Enter a clear note if comments are available. Example: Game modified at the request of [Team/Club/League]. Changed from [old date/time/field] to [new date/time/field]. Approved by [name], if applicable.

Step 6: Check for Conflicts

- Review any Spordle Play conflict warnings before saving.
- Check for field conflicts, team conflicts, game overlaps, field closures, tournament conflicts, and official assignment impacts.
- Do not override conflicts unless you have authorization from the appropriate administrator or coordinator.

Step 7: Save or Submit the Change

- Review all edited fields carefully.
- Click Save, Submit, Confirm, or the equivalent system button.
- Wait for the system to confirm that the update has been saved or submitted.
- If the system displays an error or conflict, stop and resolve it before continuing.

Step 8: Verify the Updated Game

- Refresh or reopen the game detail screen.
- Confirm the updated date, start time, end time, field, venue, teams, game number, and comments.
- Return to the schedule or calendar view and confirm that the game appears correctly in the broader schedule.
- Do not consider the change complete until the updated game is visible in the schedule view.

Step 9: Notify Affected Parties

- Notify the affected coach, team manager, league scheduler, referee assigner, field coordinator, and other stakeholders according to club process.
- Use Spordle notifications if available and appropriate.
- Use email or internal communication when the change is time-sensitive or affects officials, travel, or field operations.

6. Suggested Notification Message

Hello,

The following game has been updated in Spordle Play:

- Game #: [Game Number]
- Teams: [Home Team] vs [Away Team]
- New Date: [Date]
- New Time: [Start Time] to [End Time]
- New Location: [Field/Venue]
- Reason: [Reason, if appropriate]

Please review the schedule in Spordle Play and advise if there are any issues. Thank you.

7. Quality Control Checklist

Check	Completed
Correct season selected	<input type="checkbox"/>
Correct schedule selected	<input type="checkbox"/>
Correct game selected	<input type="checkbox"/>
Home and away teams verified	<input type="checkbox"/>

Correct date entered	<input type="checkbox"/>
Correct start and end time entered	<input type="checkbox"/>
Correct field, surface, or venue selected	<input type="checkbox"/>
No field or venue conflict	<input type="checkbox"/>
No team schedule conflict	<input type="checkbox"/>
Officials or assigners notified, if required	<input type="checkbox"/>
Game comments updated, if needed	<input type="checkbox"/>
Schedule view verified after saving	<input type="checkbox"/>
Affected stakeholders notified	<input type="checkbox"/>

8. Common Issues and Resolutions

Issue: The game cannot be edited

- Confirm that you are in the correct organization, season, and schedule.
- Confirm that your account has Schedule Organizer access.
- Check whether the schedule is locked, published with restricted editing, or controlled by another organization.
- Escalate to the club, league, or Spordle administrator if access appears incorrect.

Issue: The field or surface does not appear as an option

- Confirm the correct venue, season, and schedule.
- Check facility setup or availability.
- Contact the field coordinator or Spordle administrator if the field is missing.

Issue: A conflict warning appears

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

Issue: Officials are already assigned

- Notify the referee assigner before or immediately after changing the game.
- Confirm whether the new time or location still works for assigned officials.

Issue: Teams do not see the updated game

- Reopen the game and confirm the change was saved.
- Confirm that the schedule is published or visible to teams.
- Ask the team to refresh Spordle or any synced calendar.
- Send a direct notification if the change is urgent.

9. Best Practices

- Modify games only after the requested change has been validated.
- Always verify the game number, category, and teams before editing.
- Use consistent comments when documenting changes.
- Check for impacts on officials and field operations before saving.
- Avoid last-minute changes unless operationally necessary.
- Keep a record of approvals, especially for league or competition games.
- Recheck the calendar after major schedule changes.

- Communicate changes clearly and promptly.

10. Change Management

Major changes to published games should be communicated as soon as possible. Examples include field changes, date changes, time changes, cancellations, venue changes, and any change affecting officials, travel, or field permits. Where required, retain a copy of the approval or request that triggered the change.

11. Record Keeping

Maintain a copy of schedule change requests, approvals, confirmation emails or messages, field closure notices, and any relevant communications with teams, officials, or league administrators.

12. Version History

Version	Date	Description	Author
1.0	May 2, 2026	Initial SOP draft	Mark Bialowas / Club Administration