

## **Scheduling Procedures**

These procedures cover all scheduling of soccer fields for seasonal play by recreational teams at the RRSA Voigt complex and at Old Settlers Park. Traveling teams are subject to other association rules when playing at other fields and issues with those other fields must be addressed to the schedulers for those associations. Initial Scheduling Procedures for CAYSA Traveling Teams.

At least three weeks before the season starts, every team contact (either the coach or the manager) should receive a draft schedule in a spreadsheet from the CAYSA VP for their division. This schedule will identify each team's home games and the dates, but not the times or the fields.

The manager should immediately forward this schedule spreadsheet to the RRSA scheduler (scheduler@rrsa.org), along with any special needs for their team. Forward the actual spreadsheet – do not retype information into an email, because mistakes can occur.

The scheduler will schedule the game times and fields for all home games on the schedule and send them to the contact and the CAYSA VP.

If the contact has any issues with their home games, they should be addressed with the RRSA scheduler immediately. Note that these issues should only involve problems for the entire team, rather than specific individuals. Issues with away games should be taken up with the other team.

Once the contact and the scheduler have resolved any issues, the contact must relay the updated game schedules to the CAYSA VP.

The team is responsible for all future contact with the CAYSA VP and other teams.

Note that all these things must happen rather quickly. If delays occur, the scheduler may end up contacting the CAYSA VP directly to schedule your team's games, leaving you with no opportunity for input.

## **Rescheduling Procedures for ALL Teams**

If a team does not field the minimum number of players within 15 minutes of scheduled game time, the game is forfeited and will not be rescheduled.

Acceptable reasons for rescheduling a game:

1. Team participating in STYSA-sanctioned tournament i. Team members participating as guest players on other teams in a tournament is not a valid reason for rescheduling.
2. Team cannot field minimum number of players due to school- or church-related activity.
  - Documentation of activity required before rescheduling can take place.
3. Game is cancelled by the RRSA.
  - Cancellations must be confirmed via the RRSA web site or the coaches' rainout number. No confirmation = game is still on.
4. You are a traveling team and the other team (from another association) cannot play at that time.

This is not automatic - if the other team is abusing reschedules, the scheduler will take it up with the CAYSA VP.

Non-acceptable reasons for rescheduling a game:

1. Lack of schedule "fairness".
2. Vacations.
3. Parties.
4. Bad weather (unless cancelled by RRSA board).
5. Any other reason not listed in item 2 above.

Games cancelled by RRSA which involving traveling teams will not be automatically rescheduled. Team managers need to work out several alternatives with the other team, then contact the RRSA scheduler to reschedule.

Minimum lead time requirements before scheduled game start for game reschedule requests:

- 7 days or more - guarantees action.
- 72 hours or more - will only be handled if possible - no guarantee of action.
- After Tues for games on Saturday or less than 72 hours - automatic rejection.

Reschedule is not official until you receive positive confirmation from the RRSA scheduler.

Process for requesting a reschedule:

- Contact the coach of the other team and get their agreement to the reschedule.
- Send an email to [scheduler@rrsa.org](mailto:scheduler@rrsa.org), and copy the coach or manager of the other team. The following information must be included:
  - Age bracket, sex and division of the team (e.g. U14 Girls DIII).
  - Name of the coach of your team.
  - Name of the other team.
  - Scheduled date and time of the game that needs to be rescheduled.
  - A valid reason for the reschedule request.
  - At least 2 alternatives for new dates, keeping in mind the game times section below.
- Field Scheduler will contact Referee Assignor, work out a time, and then send the rescheduled time back to the coaches (usually within 24 hours).
- If the new time is acceptable
  - RRSA internal or shared division team - no further action is required.
  - Traveling team – coach/manager must send new date/time to CAYSA VP.
- If either coach has a problem with rescheduled time:
- Respond to the email within 24 hours with at least 2 new proposals for times.
- Scheduler will respond with a new rescheduled time.
  - This time is the final time - no further reschedules will be allowed.
  - Field Scheduler is final decision maker for all reschedule requests

Do not attempt to contact other Board Members regarding a reschedule request before all the above procedures have been followed.

## **Game Times**

The main day for scheduling games is Saturday. However, we recognize that the CAYSA schedulers sometimes put some games on Sundays, and we also realize that lengthier travel requirements for traveling teams sometimes result in the need for Sunday games. Finally, we realize that schedules can get so crazy with rainouts, etc., that sometimes weekend games are not possible.

Balanced against that is the fact that we have only two game times available for Sundays at OSP. We also have limited game times available during the week at Voigt, no Friday games at Voigt because of field duty, and no weeknight games at all at OSP (the one possible exception is Friday nights, but the RR Parks and Recreation Department must be paid for Friday night usage at OSP, plus any light usage must be paid for).

The net is: we strongly encourage every team to play their games on Saturdays. If you play at Voigt, your main makeup day is Sunday (in the afternoons), and we have a little flexibility for other days. Non-traveling teams (U5-U8, plus U9 boys) should plan on having a Sunday makeup the last two Sundays of the season (11/7 and 11/14).

If you play your games at OSP, though, your options are more limited. We must really restrict Sunday games at OSP to those that are absolutely necessary. If you must play on a large (OSP-sized) field during the week, contact me, but we will likely have to have you play someplace else.