

## Scheduling Games

You will receive a skeleton schedule from your CAYSA rep. At this time you will contact the teams that you are playing at home and offer dates and times to play.

### **To see field availability**

Go to [www.haysyouthsoccer.org](http://www.haysyouthsoccer.org)

Select tab – About HYSA

Select – Field schedules

Select – Master schedule for fields (top center of page)

Make sure you are on the correct fields, fields 1 and 2 are together and fields 3 and 4 are together

See which times and dates are available

### **To reserve a field...**

Email [refassignor@haysyouthsoccer.org](mailto:refassignor@haysyouthsoccer.org)

Include the following...

Team name, Field #, date and time requested

I will confirm and enter your team into that time slot

Once you have confirmed with the opposing coach, please let me know and I will highlight your team on the spreadsheet that means the game is confirmed

After you have all games scheduled and confirmed, send me your ENTIRE schedule and I will enter it into got soccer

Notes...

This process is also how we schedule referees. It is your responsibility to make sure the dates and times are accurate.

There will be no changes the week of a game. If a team does not tell me about a game change and referees show up, the team will be responsible for paying the referees.

If you have any questions about this process, please let me know.

Jennifer Perry, Referee Assignor 512-757-4919

