

## INSTRUCTIONS FOR SCHEDULING REGULAR SEASON GAMES AT AUSTIN UNITED CAPITAL SOCCER CLUB

### For Recreational Teams:

All games are initially scheduled through a commissioner for each group. The commissioner schedules the games according to the fields allocated to their age group as provided by the AUCSC office. Once the schedule has been completed, the commissioner forwards the schedule to the AUCSC Field Scheduler (Jeremiah Fasl, [jdfasl@austin.rr.com](mailto:jdfasl@austin.rr.com)), thereby finalizing the schedule. To change any game from the finalized schedule, the following procedure must be followed. Since the Field Scheduler maintains an updated list of field usage, he must be consulted on all game reschedules.

- If a game needs to be cancelled, one of the coaches must contact the AUCSC Field Scheduler (Jeremiah Fasl, [jdfasl@austin.rr.com](mailto:jdfasl@austin.rr.com)) to cancel the currently scheduled game (include the time/date/field). If the game is simply being cancelled (game is not rescheduled), no further action is needed. Note, there is never a cost to cancel a game (see Table 1).
- If the game needs to be rescheduled, the coach should also offer the Field Scheduler possible times and dates to reschedule the game. **To avoid being charged a fee to reschedule the game, advance notice is required** (see Table 1). As long as reschedule requests are made by the Monday prior to the originally scheduled game, no fee is charged (i.e. requests to change a game on February 21 or 22 to a different time or date must be made by February 16). However, since referee assignments are made starting Tuesday, any changes after Monday will be charged a fee. If the reschedule request is made by the Wednesday prior to the originally scheduled game, then a convenience fee is charged (see Table 1) whether the reschedule game needs referees or not. Any requests to reschedule games after the Wednesday deadline will be charged a convenience fee and the age group's referee fees (if referees are required for the rescheduled game). **Any fees incurred by rescheduling the game will need to be paid to the AUCSC Office by the teams prior to the rescheduled game.**
- Once a reschedule request is made, the Field Scheduler will reply with the information (time/date/field) for the rescheduled game. Once both coaches have confirmed the new information provided by the Field Scheduler, the game has been finalized. As such, any future changes to the game will need to follow the instructions given above.

**Table 1: Fees for Rescheduling Regular Season Games**

Deadline to Cancel Game	Cancel Game (Game not rescheduled)	Reschedule Game (no Referees)	Reschedule Game (with Referees)
Monday prior to originally scheduled game (5:00pm Deadline)	No Cost	No Cost	No Cost
Wednesday prior to originally scheduled game (5:00pm Deadline)	No Cost	\$5	\$5
After Wednesday 5:00pm Deadline	No Cost	\$5	\$5 + Referee Cost