

Game Scheduling Process and Rules

Scheduling Rules:

- 1. CSL Administrators will generate initial home and away team schedules.
- 2. Schedules shall provide teams with around eight (8) scheduled matches.
- 3. CSL Administrators will consider special scheduling requests or Club field restrictions from Club Administrators and Directors of Coaching.
- 4. Where possible, CSL Schedules will be balanced to allow clubs approximately half of their total games at home for each scheduling date and to accommodate Club field restrictions.
- 5. Participating Clubs shall be responsible for entering match locations and times for their associated team's home games.
- 6. Clubs and teams shall consider travel time for visiting teams when creating schedules; teams shall not be expected to depart prior to 7:00am to arrive thirty (30) minutes in advance of game time (e.g., a team that has a two (2) hour travel time to a game should not be



scheduled prior to 9:30am (e.g., depart at 7:00am to arrive at 9:00am for a 9:30am game).

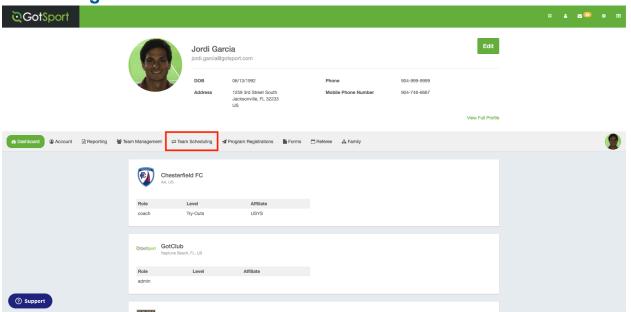
Rescheduling Rules:

- 1. CSL supports teams rescheduling matches by mutual agreement.
- 2. Teams may mutually agree on any reschedule for any reason provided:
 - a. The reschedule is approved by both teams and complies with any home team field and referee assignor procedures. Home team Club must approve any rescheduled game.
 - b. Teams are encouraged to publish the date, time and location to the schedule prior to 9 pm seven (7) days in advance of the originally scheduled match to minimize disruption for families, field and referee schedulers.
- 3. Valid reasons for a reschedule without mutual agreement after the schedules are final shall be:
 - a. Inclement weather.
 - b. Field unplayable, as determined by the Club or League Administrator.
 - c. Field unexpectedly unavailable, as determined by the club or league Administrator.
 - d. A team is accepted into a sanctioned USYS weekend tournament or USYS event.
 - e. A team has 5 or more players attending ODP State tryouts.
- 4. Teams shall work to find a mutual date for games being rescheduled under #3.
- 5. CSL Administrators shall have authority to resolve any conflict over rescheduling.



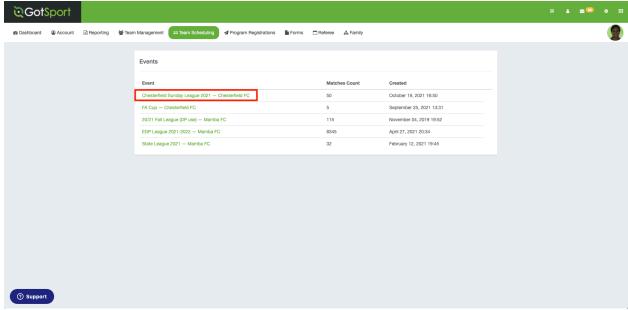
The steps below will explain How to Schedule or Edit a Game as a Coach/Manager.

<u>Step 1:</u>
From you Coach/Manager Account Dashboard select "Team Scheduling".



Step 2:

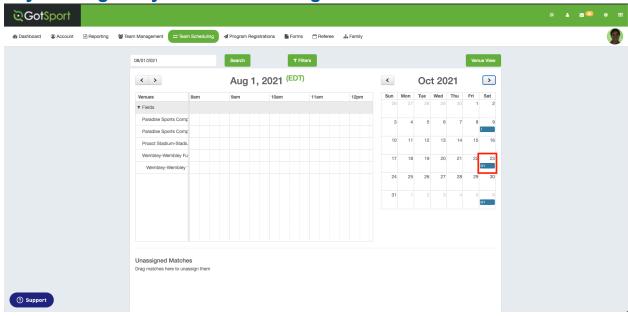
Here you will select the Name of the event.



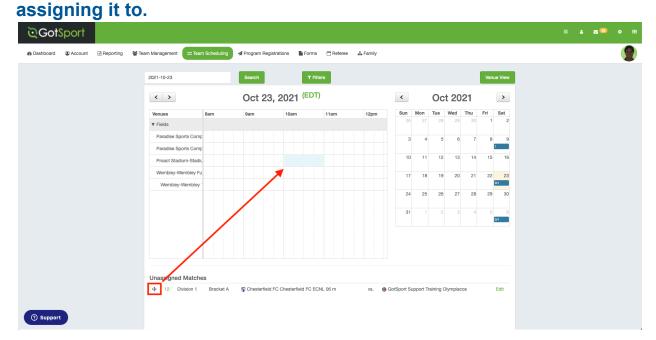
Step 3:



Once the calendar appears on the right-hand side you will click on the Day of the game you are scheduling.

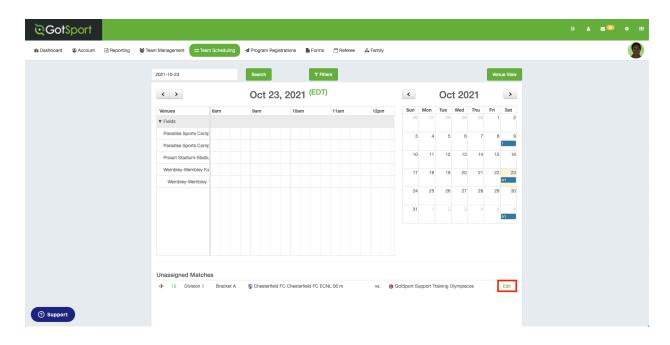


Step 4: Under the Unassigned Matches, you have two options to schedule it. Option 1: Drag and drop the Crosshair to the time/field you are

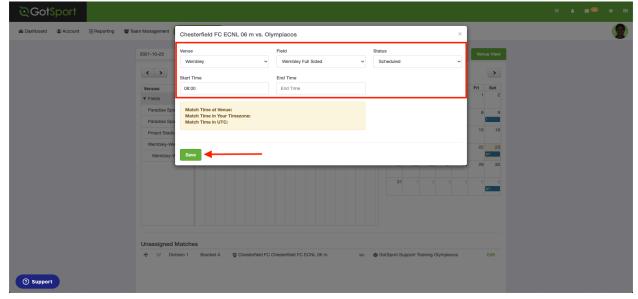




Or - option 2: Select Edit to the right of the unassigned match.



Here you will fill out the "Venue", "Field", "Status", "Start Time", and "End Time". Once complete you will hit the "Save" button.





Whether you choose option 1 or 2 the scheduled game will show on the calendar as in the example below.

