

## PROCEDURES FOR SCHEDULING FIELDS

Practices schedules assigned must be observed as shown on the schedule. If you need to alter your schedule once after draft, please send an email to [scheduler@decaturyouthsoccer.com](mailto:scheduler@decaturyouthsoccer.com).

Request for addition of games and practices for the following calendar week (Sunday through Saturday) must be received by email only by 5:00 pm Wednesday evening. Contact opposing team and come up with time slot that "appears" empty (choosing one next to another game slot at a different time helps reduce ref costs!). Email requests to [scheduler@decaturyouthsoccer.com](mailto:scheduler@decaturyouthsoccer.com). Phone requests will NOT be honored. If there are any clarifications required or issues to be resolved, they will be resolved by 5:00 pm Friday evening. Requests received after Wednesday 5:00 pm and before Friday 5:00 pm may be considered at the discretion of the scheduler. Requests received after Friday 5:00 pm WILL NOT BE CONSIDERED.

Schedule will be updated on <http://schedule.decaturyouthsoccer.com> before Friday night so that teams can be notified of any changes on the following Saturday. However, due to last minute issues, there is the possibility of updates at any time.

Notification will be given by email to the coaches ONLY after schedule has changed. To avoid potential conflicts, please wait until email notification of game change is received.

Games that are cancelled without the required prior notification (to include no-shows) may have to be made up during a team's practice time, without referees.

Events must start and end within the time slot provided. As an example, a game that is scheduled on the Summit field in the 7:00 – 8:30 time slot cannot expect to use the field at 6:30 for warm ups. Games that run over into the next time slot MUST be reported to [scheduler@decaturyouthsoccer.com](mailto:scheduler@decaturyouthsoccer.com). Do not start a conflict on the field with other coaches.

Decatur Parks and Recreation is the final authority on whether fields must be closed due to field conditions and reserves the right to limit or disallow field usage by a person, team, league, or organization based on field conditions, behavior, disciplinary reasons, or other concerns.