**Game Scheduling Procedure**

ASE teams register with PSPL using the following format:

* Boys teams: “B”
* Girls teams: “G”,
* Birth year (00, 01, 02, 03 etc)
* Level (Emerald, Royal, Navy).
	+ Ex. **B03Royal**.

 Do not include your team’s nickname such as “Sounders”. This makes it easier for the scheduler and referees to easily identify the age and gender of teams.

Game dates and locations (home/away) are set forth by Puget Sound Premier League. Once these dates have been published on PSPL’s website, the manager must add the games to the ASE website – team page. Include:

* Date of game
* In the “notes” field, add “home” or “away”

The Game Scheduler will use this information to prepare the ASE Game Schedule (for home games only - this will include time and field location). Once the schedule of home games has been submitted to ASE teams, it is the team manager’s responsibility to post them on the PSPL team page. This is done by going into your team page; team log-in (top right of screen); official schedule; then select “edit games”. You can only edit home games.

**RESCHEDULING GAMES**

All game reschedule requests must be submitted to the ASE Game Scheduler within **2 weeks** of the ASE Game Schedule assignments.

To reschedule a home game, contact the ASE Game Scheduler via email: scheduler@asesoccer.com.

Include the following information:

* ASE Team Name (ex. G03 Parmalee)
* Game number (per PSPL)
* Opposing team name
* Age and division of your team
* Date of proposed change. (example: from March 1st to March 14th)

2. Communicate with opposing team's management to see if they are available for the proposed date. (The contact information for all team managers will be on the PSPL website on the team's page. Select the team and click to their team page.)

3. Confirm date, time, and field with ASE Game Scheduler before making any changes to PSPL website or with the other team.

 4. Edit the game date, time, and/or field on your PSPL team page.

**Emergency Reschedules –** Occasionally the need arises for a last minute emergency reschedule. These reschedules must be made no later than 4 days prior to the scheduled game and are limited by field and referee availability. Team no-shows are responsible for field/ref fees.