

## Greater Renton-Tukwila Youth Soccer Association

Title: Practice Field Reserving & Scheduling

Policy and Procedure Number: 006

Revision: NEW

Approval Date: TBD

### A. Purpose

Reserve and schedule common-use fields for games and practices. Common use fields include those fields under the jurisdiction of GRTYSA, not individual clubs.

### B. Requirements

Practice field reserving and scheduling has the following goals:

1. Efficient distribution of available field time
2. Priority go to highest level and oldest team down to youngest
3. Accommodation of coach availability
4. Maximize the number of teams getting to practice

### C. Process for Practice Field Scheduling

1. Provide requirements to Association Field Scheduler  
Role: Club schedulers Due: ?
2. Request field times from field owners/ reps  
Role: Assoc. Scheduler Due ?
3. Approve field agreements  
Role: Assoc Pres Once a season about August 15
4. Produce practice field matrix based on requirements and available fields effective 1st Monday of next month  
Role: Assoc Scheduler
5. Publish field matrix on Web site  
Role: Assoc Scheduler Due: weekend before last Monday of month
6. Provide field matrix to Association Treasurer  
Role: Assoc Scheduler
7. Receive field use invoice  
Role: Assoc Treasurer
8. Send payment for field use  
Role: Assoc Treasurer
9. Translate field matrix and invoices into club bills  
Role: Assoc Treasurer
10. Send invoice to clubs  
Role: Assoc Treasurer
11. Receive payment from clubs  
Role: Assoc Treasurer Due: within 30 days of invoice
12. Receive updates...

### D. Process for Game Scheduling

1. Provide requirements to Association Field Scheduler  
Role: Club schedulers Due:
2. Request field times from field owners/ reps  
Role: Assoc. Scheduler Due:
3. Approve field agreements  
Role: Assoc Pres Due: once a season about August 15
4. Produce game field matrix based on requirements and available fields effective 1st game or 1st of month  
Role: Assoc Scheduler
5. Publish field matrix on Web site  
Role: Assoc Scheduler) Due: weekend before last Monday of month
6. Provide field matrix to Association Treasurer  
Role: Assoc Scheduler
7. Receive field use invoice  
Role: Assoc Treasurer
8. Send payment for field use  
Role: Assoc Treasurer
9. Translate field matrix and invoices into club bills  
Role: Assoc Treasurer
10. Send invoice to clubs  
Role: Assoc Treasurer
11. Receive payment from clubs  
Role: Assoc Treasurer Due: within 30 days of invoice
12. Receive updates...