

# Reschedule Process

Updated: 5/21/18

## **Wednesday and Thursday reschedule dates are LIMITED**

### **If you submit a Wed/Thurs date, please also list an alternate day of the week**

Once you have a date(s) in mind, the requesting coach should contact the opposing coach and come to an agreement on a date, time and location, then follow the steps below. At each of these steps, you must copy your club's Travel Coordinator(s) to ensure they are aware of the request and sign-off on field availability.

1. The requesting coach sends an email to [reschedulerequest@gmail.com](mailto:reschedulerequest@gmail.com), copying the opposing coach, to request a new date. The email must contain the following:
  - a. Requesting team's name, age group, division and gender (Example: Clarence Inferno Black U11G, U12, A Division, Girls). Plus the game number if available.
  - b. Opposing team's name
  - c. Original date, time and field
  - d. Requested date, time and field
2. The Assistant League Administrator will review the request with the Referee Assignor and League Administrator and approve/deny the request in an email for both coaches.
3. If the Assistant League Administrator denies the request, the process restarts with step one. In this case the Assistant League Administrator may select some other acceptable dates to both coaches.
4. If the Assistant League Administrator approves the request, the League Administrator will confirm the new date with both coaches.
5. Once both coaches acknowledge the new game date, the League Administrator will update the schedule. Both coaches MUST acknowledge the new game date in an email to the League Administrator. Otherwise, the game will not be rescheduled.

#### Other provisions

Prior to July 15, teams may request to reschedule up to any 2 scheduled games. The fees to reschedule games are listed below. These fees are deducted from the club's bond fee.

\$20 for any reschedule request (with the exception of games initially scheduled prior to 5/20/18 for U10-14 games and 6/3/18 for U15-19 games)

\$40 if reschedule request is submitted 2 days prior to the scheduled match

\$80 if reschedule request is submitted 1 day prior to the scheduled match

Reschedule requests are not allowed on the day of the scheduled match

If a game has been postponed due to weather, either team may request a new date and no fee shall be applied. If neither team has submitted and accepted a valid reschedule request within a week of the weather postponement, the league will reschedule the game. After July 15, any postponed game that has not been rescheduled will be rescheduled at a date and time selected by the League Administrator.

Any questions, please email [reschedulerequest@gmail.com](mailto:reschedulerequest@gmail.com)