



# Game Change Procedures

## for when a team wants to request a change to a game's date/time.

Occasionally a team may have a situation which will necessitate a request to change a game. We have established these procedures for when this occurs. However, **IF the opposing team's coach does not agree to reschedule the game, the original schedule will stand as is. If the game is not played, it will be coded as a forfeit and all applicable fines, if any, will be assessed to the forfeiting team.**

**No** games may be changed after 5pm on Monday of the week that the newly scheduled game is to be played on. All game changes must be to the league scheduler a minimum of two weeks **prior** to the date where the game is currently scheduled to allow time for communication to occur with the opponent and all field reps for the host club as people may be on vacation or away from their computers. The League Director/Manager reserves the right to rescind approval of rescheduled games at any time.

### **Please follow these steps for all game changes:**

1. Contact your Club's Director of Coaching and review the situation. Ideally, you will be able to take advantage of the club guest pass and find players that can play for the day. If, after consulting with your DOC, it is determined a change is necessary, then you may proceed, assuming you are two weeks in advance of the currently scheduled game date.
2. Once your team and club leaders have agreed that a game change is the only alternative, then please contact the League Scheduler, Valorie Westlund via email ([valorie.westlund@comcast.net](mailto:valorie.westlund@comcast.net)) to move forward with a possible game change. Make sure you include all game details; Game number, date, time, field, opponent's name, reason for change, etc., of the game that you want to move.
3. Valorie will determine if a change can be made. If not, your team will need to play the game as scheduled or take the forfeit and pay all associated fines.
4. If the game change request can be considered, then Valorie or her staff will email your opponent (you will get a copy of that email) with alternative game dates based on the game schedule for both teams.
5. The opponent does not have to agree to any change. If they say no, the game will continue as originally scheduled. If you are unable to field a team, then you will take the forfeit and pay all associated fines.
6. During the game change process, it is your responsibility to track the timeliness of all communication. Valorie, her staff, and the opponent will not make sure everyone communicates in a timely manner.
7. If both teams agree to a new date/time, then Valorie will work with the hosting club's field rep to see if a field can be obtained. The home team is welcome to give up the home game, but they are not required to.
8. If everyone has reached an agreement on a new date/time for the game, the requesting team will need to pay the \$100 game change fee via credit/debit card to Valorie BEFORE the game will be changed and published. If the fee is not paid before the deadline, the game will not be changed. Once the \$100 game change fee has been paid, the game data will be changed in the league software (US Soccer Connect/Affinity) and will become official.
9. **NO CHANGES ARE OFFICIAL**, even if both teams have agreed, until you see the new date and time on the league website. If you don't see an update in about an hour after payment has been made, then I suggest you contact Valorie again to confirm the change is still being processed.

ALL communication and payment must happen quickly as NO changes will be made to the league schedules after 5pm on Monday of the week where the game is to be added – NO EXCEPTIONS!! If the requesting team is unable to meet the timelines, then the game will remain as scheduled and if a forfeit becomes necessary, then all fines, if any, be applicable and assessed per the league rules.

This process is ONLY used when teams are **requesting** that one of their games be moved to a different date/time.