



## Procedures for Rescheduling Games

Schedules are set prior to the start of the season. It is extremely difficult to reschedule a game, due to all the parties involved with the reschedule decision.

Games should be re-scheduled for only two reasons:

1. There will not be enough players to field a team, so they will have to forfeit.
2. There will not be a coach or assistant coach available for the game.

If a coach encounters one of the above situations, the procedure is as follows:

1. Coach contacts the opposing coach and asks if he is willing to reschedule the game. List of coaches and contact information is available at [www.midlandsoccerclub.org](http://www.midlandsoccerclub.org) under the Recreational [Soccer/Recreational Coaches/List of Coaches links](#). The opposing coach is not obligated to reschedule the game, because it may be more inconvenient for his schedule and/or his players. However, if it is impossible to play the game at the originally scheduled time, then it is worthwhile to try to reschedule it.
2. Coaches determine a mutually agreeable reschedule date and time that will work for both teams. It is helpful and recommended to come up with a couple of different options, in case the first choice isn't available. **FILL OUT THE ATTACHED FORM BELOW.**
3. The coach that initiated the change e-mails that form to Nancy Harnick at [msoffice@midlandsoccerclub.org](mailto:msoffice@midlandsoccerclub.org) and asks if the reschedule option will work for fields and referees. It is helpful to include any email conversation between the two coaches. The opposing coach should also respond that he/she agrees with rescheduling the game.
4. Nancy will contact the Referee Assignor and Field Scheduler to determine if the revised time and date will work, and respond back to the coaches as to whether the game has been rescheduled or they have to come up with a different option.
5. Coaches will be responsible for informing all parents and players of the game change.

Note: Options that coaches can consider for reschedules are:

- a) Weeknights, when one, or both, of the teams already have a practice scheduled.
- b) Friday afternoons or evenings, since very few teams use the fields on Fridays.
- c) Double-headers on Saturdays – VERY difficult to find available fields and referees.
- d) Sundays – fields and referees are available, but families may be opposed to playing on a Sunday.



**This form must be filled out and emailed by the coach initiating a request to change a game time AFTER speaking to the other coach.**

**\*All information must be filled out:**

Game number (found on the schedule) \_\_\_\_\_ Original date and time \_\_\_\_\_

Coach requesting change \_\_\_\_\_ Team number \_\_\_\_\_

Other coach \_\_\_\_\_ Team number \_\_\_\_\_

1<sup>st</sup> Choice for reschedule

Date \_\_\_\_\_ Time \_\_\_\_\_

2<sup>nd</sup> Choice for reschedule

Date \_\_\_\_\_ Time \_\_\_\_\_

----- Internal office staff only -----

Contact referee assignor \_\_\_\_\_

Contact field assignor \_\_\_\_\_

Confirmed date and time \_\_\_\_\_

Confirm with coach 1 \_\_\_\_\_

Confirm with coach 2 \_\_\_\_\_