

PROCEDURE for LEAGUE Home Game Rescheduling

STEP #1 The following procedure must be followed **FIRST** in order to facilitate a Game Change Request on the League website.

1. The Head Coach (or Manager) contacts the opponent and pre-confirms a minimum of 3 acceptable reschedule dates and times.
2. Head Coach (or Manager with cc. Head Coach) communicates by e-mail to WMSC Staff (Shannon – shannon@waterloounited.com) the following required information:
 - a. WMSC Team name (i.e. U15B Girls)
 - b. Date & Time of Original Game
 - c. Game number
 - d. Opponent Name (i.e. Kitchener U15B Girls)
 - e. 3 (minimum) reschedule dates and times in order of preference. (Any one of these three fields may be booked based on availability)
 - f. PLEASE **FORMAT THE SUBJECT LINE** OF YOUR EMAIL AS FOLLOWS:

Game Rescheduling Request - Game #1415 - U15B Girls Waterloo v FEDS
 - g. **ONE** game change request **PER EMAIL** (do not combine change requests in one email)
3. Field scheduler (Staff) investigates field availability with City of Waterloo and confirms booking of one of the three fields listed above, generally within 3 business days. If all 3 dates and times are unavailable, the team will be requested to find additional dates.

STEP # 2: Once the procedure above has been completed.... proceed to the League Process and make the change on the League website.

Should any team officials require assistance in how to use the rescheduling tool please access Administration Process document.

Once the league has approved the game change, a system generated email will be sent to team officials by the league. Example below.

Subject: SWRSA : Change Request Approved

The league has approved the Game Change Request for Game #805

This is a system generated email. Please do not respond to this email as it will go unheard

*****IMPORTANT*** Once the game change has been confirmed the Field Scheduler (Shannon) must be notified. Please forward the confirmation email.**

Additional important information regarding Rescheduling attached.

SWDSL

Once the two-week period of free rescheduling has closed, teams will be limited to one (1) additional reschedule for the remainder of the season. Teams exceeding the reschedule request limit of 1 additional game will be fined \$50. All penalties and/or fines are billed to the team. This does not apply to weather and field related cancellations. All games will be scheduled to be completed by the end of August; rescheduled games must be completed by the 14th day of September.

FINES: <http://www.swrsaleague.ca/PageDisplay.aspx?SideMenuID=153>

For any game changes within 14 days of the scheduled date, the request must be done **MANUALLY** (paper form) and a fee will be incurred (at a team cost). Please use the [fillable form](#) and follow the instructions. This form must be SIGNED, before submitting, by the club contact.

Reschedule requests received within 72 hours of the original date will not be entertained.

WRSL

All authorized game changes made after May 31 will cost the requesting team as per Appendix "A". All games will be scheduled to be completed by the end of August, where possible; rescheduled games must be completed by the 14th day of September.

FINES: <https://wrsl.e2esoccer.com/PageDisplay.aspx?SideMenuID=19>

The Game Change Function is meant for changes to fixtures greater than five days. Any change required within this time frame must be called into the Division Convener for authorization and entry of the game change.

PLAYING NIGHTS

WRSL - <https://wrsl.e2esoccer.com/PageDisplay.aspx?SideMenuID=205>

SWDSL - <http://www.swrsaleague.ca/PageDisplay.aspx?SideMenuID=152>

