



MATCH SCHEDULE AND RESCHEDULE PROCEDURE GP003

OVERVIEW

CUSA assigns dates, venues and officials for all League matches. As part of this process, best efforts are made to accommodate reasonable schedule requests with consideration given to the factors such as field availability, other team requests, length of season and officials. Not all requests may be accommodated.

PRE-SEASON

Before each season, the League will specify the start date of the season as well as any dates, if any, when no games will be scheduled. Each team may identify, in writing, any black-out dates for no League games to enable planning for tournaments and other events. In addition, teams may specify on their League application other schedule requests such as club team pairings for games, preferred playing days, etc.

Once the schedule is released to the League, teams are given the opportunity to review the schedule to verify that the conflicts and requests were honored. If the League is notified at least one week prior to the start of the season of a game scheduled on a previously identified conflict date, the League will reschedule that game at no cost to the team or provide to the team an explanation as to why the request was not accommodated.

LEAGUE PLAY COMMENCES

After League play commences, moving games becomes more complicated and with a potential cost to the League and, therefore, to the team requesting the move. This could include paying referees as well as the cost of the field. Moving a game affects the opponent, therefore, if the opponent does not agree to move the game, then the game is not moved.

After League play has commenced, a team may request that a game be rescheduled due to an unforeseen circumstance. Regardless of the notice for a request to reschedule a game, if the opponent does not agree to the proposed reschedule, the game does not change from the original scheduled date, time and location. An opponent is not obligated to accept the request to reschedule.

A second request from either team will not be accepted for a game that has been rescheduled once.



REQUESTS FOR RESCHEDULING ARE AUTOMATICALLY DISMISSED IN THE FOLLOWING CIRCUMSTANCES

1. Opponent does not agree to reschedule. When a request for a reschedule is provided to the League and both teams do not mutually agree to another date, time and location then the team initiating the request can:
 - a. Confirm in writing that they will not be arriving for the scheduled game and accept forfeiture. On the first occurrence in a season will not be subject to sanctions and a monetary penalty as outlined within the CUSA Discipline Code. The game shall be recorded in the standings as forfeiture for the team with a 2-0 (outdoor) or 4-0 (indoor) score
 - b. Withdraw the request

MATCH RESCHEDULING MAY OCCUR, WITH THE OPPONENT'S AGREEMENT, THROUGH:

2. **Request for Game Switch:** A Game Switch occurs when teams within a division/club change the order of when they play an opponent however the assigned field, time and officials are utilized. By mutual consent of all teams involved with the game switch the League may accommodate, with none of the teams penalized for the request.

The request to compete a Game Switch must be initiated at least three (3) weeks prior to the scheduled date.

For this to occur:

- Team seeking the change in date is responsible to review the division schedule to see if there is a game between opponent and another team on a future date acceptable. (Change of opponent only)
 - If a Club team consideration may also be given if the two clubs have teams in another division that the games could be switched between. (Game swap between two divisions)
 - The team seeking the change is responsible to contact the other team to ask if they will switch dates. The other team is under no obligation to consent to the change
 - If all parties agree, then all teams must provide written notification to the League.
 - The League will accept or decline the change in scheduled opponents. The game switch is not considered accepted until the League provides the notification of the change
 - The original scheduled opponent will be notified of any change but does not have to consent to the change in opponent if the change occurs within the division
3. **Sufficient Advance Notice:** The team initiating the request for the reschedule provides the League and the opponent sufficient notice, ranging more than 72 hours prior to the match. This advance notice allows the League the opportunity to minimize or eliminate allocation of resources for matches that will not be occurring.



- a. Requests for Reschedule with minimum of 30 days advance notice of the intention to reschedule with confirmation of new date at least 30 days prior to the original date or reschedule date, whichever is the earliest
 - i. Requests for reschedules where sufficient advance notice is provided for the League not to incur any cost, and
 - 1. both teams agree to another date,
 - 2. additional requests may be accommodated as a fee for service, as established annually by the Board
 - ii. Requests for reschedules where there is sufficient advance notice provided to the League and both teams do not mutually agree to another date, time and location:
 - 1. the team initiating the request for the reschedule will be expected to arrive with a team for the game
 - 2. or provide written confirmation of none attendance and be assigned with the forfeiture. On the first occurrence in a season the team will not be subject to a monetary penalty
 - 3. or withdraw request for reschedule
- b. Requests for Reschedule with less than 30 days but 3 or more business days advance notice
 - i. Requests for reschedules where the notice provided to the League is less than 30 days but 3 or more business days, and
 - 1. both teams mutually agree to another date, time and location and
 - 2. then the team requesting the reschedule being assed a \$150 fee for this request
 - ii. Requests for reschedules where the notice provided to the League is less than 30 days but 3 or more business days, and
 - 1. both teams mutually agree to another date, time and location and
 - 2. mutually arrange for the field and officials at their expense
- c. The League may accommodate to a maximum of 2 requests per team in a season

4. Insufficient Advance Notice: Requests for Reschedule with less than 3 business days advance notice:

- a. Requests for reschedules when both teams mutually agree to another date, time and location and
 - i. arrange for the field and officials at their expense,
 - ii. then the team requesting the reschedule being assessed a \$200 fee for this request



- b. Requests for reschedules when both teams mutually agree to another date, time and location and
 - i. they request that the League arrange for the field and officials,
 - ii. then the team requesting the reschedule being assessed a \$300 fee for this request
- c. The League may accommodate an insufficient advance notice request twice per team in a season.
 - i. The League may decline this request if in the opinion of the League the reschedule has significant impact to the division or another team within the division.

