



# *Futbol Club Regina*

## **SCHEDULING AND RE-SCHEDULING POLICY**

### **General Provisions:**

- FCR sets a scheduling request deadline before play has commenced, additional rescheduling requests (other than the exceptions provided below) may be considered, if submitted in writing to FCR at least two (2) weeks prior to the date of the scheduled game.
- FCR, at its discretion, will determine the time and location of the rescheduled game.
- Games will be rescheduled as fields and referees become available. Occasionally this may result in short notice. FCR may be required to reschedule games requiring teams play twice on the same day or on non-traditional game dates.
- The rescheduling of games abandoned due to weather or field conditions will receive priority over requests by teams. Near the end of the season the rescheduling of abandoned games will be prioritized based on whether the games could potentially affect the standings for promotion/relegation.
- Team requests based on participation in provincial, regional, or national competitions will receive priority over other team requests.
- Once a game has been rescheduled, FCR will notify team contacts by email. Team contacts are responsible for checking their email on a regular basis for schedule updates and notifying the parents/players of the team of any changes.
- FCR will try to accommodate scheduling and rescheduling requests whenever possible. Due to varying circumstances, not all requests may be granted.

### **Youth League:**

- Once the league has commenced, youth games will only be considered for rescheduling if the team is unavailable due to participation in a tournament, school sanctioned events, or a game has been cancelled due to weather (rain, blizzard). Even under these circumstances, requests may not be granted due to shortage of field time, season, etc.
- In the event a game cannot be rescheduled, the result will be recorded as a tie if both teams have requested the game to be rescheduled, or as a 0-5 loss to the team that requested/required the rescheduling if only one team has requested a game to be rescheduled.
- Two (2) Weeks prior to any scheduled game to which this policy applies the requesting team may submit a rescheduling request with a completed Youth Reschedule Request form to the FCR office. The requesting team should notify the FCR Youth Coordinator at [youth@fcregina.com](mailto:youth@fcregina.com) and the team they are competing against. If the contact information is unknown by the requesting manager then FCR can forward this along to the other teams' manager.

- If a game rescheduling request is submitted less than 14 days prior to the game date, then a \$50-dollar non-refundable rescheduling fee must be paid by the team to FCR prior to the game being looked at for rescheduling.
- FCR will, if possible, find a new date and time for the requested reschedule and make arrangements for the fields and officials and inform both teams of the new date and time. The teams must accept this new date and time.
- If a suitable date and time cannot be found, then FCR will inform both teams that the game is defaulted by the requesting team.

## Adult League

- To reschedule a game a team must provide a written request to the Adult League Coordinator at [adult@fcregina.com](mailto:adult@fcregina.com) , to FCR at least two (2) weeks prior to the game date, accompanied by a non-refundable administration fee.
- The two (2) week requirement will be waived for teams receiving confirmation of entry into a provincial, regional, or national competition but only if the team notifies FCR within 2 business days of receipt of confirmation of acceptance into the competition.
- Requests to reschedule playoff games and later round Cup Tournament games will not be accepted. Requests to reschedule early round cup tournament dates will be accepted but will only be rescheduled within the week assigned for that round and only if it can be accommodated.
- For requests that are not accepted or for requested games that cannot be rescheduled, those games will be recorded as a default by the team that requested/required the game be rescheduled.
- Games rescheduled via request will not be subject to further reschedule requests.
- Generally, Men's and Women's competitive divisions reschedules will happen first, Co-ed next and overall higher divisions will be given precedence over lower divisions.

## Adult League Rescheduling Request Procedure

- Two (2) weeks prior to any scheduled game to which this policy applies the requesting team may submit a rescheduling request with a completed Schedule Request form signed by both teams. A \$25 non-refundable administration fee must accompany the request.
- FCR will, if possible, find a new date and time for the requested reschedule and make arrangements for fields and officials and inform both teams of the new date and time. The teams **must** accept this new date and time.
- If a suitable date and time cannot be found then FCR will inform both teams that the game is defaulted by the requesting team.



# Youth Rescheduling Request Form

## **ORIGINAL GAME INFORMATION:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Indoor/Outdoor

Home Team: \_\_\_\_\_ Visiting Team: \_\_\_\_\_

Field: \_\_\_\_\_ League: \_\_\_\_\_ Division: \_\_\_\_\_

## **Requesting Teams Information:**

Requesting Team: \_\_\_\_\_

Requestors Name: \_\_\_\_\_

Team Contacts Email: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Number of Players that will be missing: \_\_\_\_\_

**Rescheduling is not guaranteed. FCR will assign times and dates based upon field and referee availability. These times and dates are non-negotiable, no exceptions. If the form is submitted less than 2 weeks prior to the date of the game being requested to reschedule there will be a \$50.00 rescheduling fee.**

## **Office Use:**

Date Request was received in the FCR office: \_\_\_\_\_

Received by: \_\_\_\_\_

Rescheduling Fee applied: Yes/No (if less than 2 weeks' notice it is required)

Request Granted: Yes/No

New Date, Time, and Field for Rescheduled Game: \_\_\_\_\_



# Adult Rescheduling Request Form

<b>ORIGINAL GAME INFORMATION:</b>		
Date:	Time:	Indoor/Outdoor
Home Team:	Visiting Team:	
Field:	League:	Division:
<b>Requesting Teams Information:</b>		
Requesting Team:		
Requestors Name:		
Team Contacts Email:		
Reason for Request:		
<b>AGREEMENT BY TEAMS</b>		
Signature of Home Team Official:		Date:
Signature of Visiting Team Official:		Date:
<i>*Email from opposing manager attached can be used in lieu of signatures.</i>		
<b>Office Use:</b>		
Date Request was received in the FCR office:		
Received by:		
Rescheduling Fee paid:    YES    NO		