

**** This document is an extract from the HSL Handbook-Summer 2023 ****

Rescheduling:

Teams are expected to honour their scheduled game commitments and are expected to play all games as scheduled. When a coach is not available for any reason, other team officials or a substitute coach should be found so the game can proceed as scheduled.

Rescheduling by the League:

ONLY an emergency situation or extenuating circumstances are considered as a legitimate reason to request the League to reschedule a game. In such cases, the Club must notify the League immediately to request the game reschedule.

Under such circumstances, the League Coordinator shall be responsible for updating the game status to "To Be Rescheduled" and for rescheduling the game, in cooperation with the effected teams. If agreement on a reschedule date cannot be reached between both teams the League shall have the authority, based on the circumstances, to declare the game either a forfeit loss for one team or the other, or declare the game a 0-0 draw. If notice of rescheduling is less than 24 hours, the team that required the cancellation will be responsible for paying any game related fees that may be incurred (team travel reimbursement requests or referee fees).

In the event of any major rescheduling changes by the League, notice shall be considered given by:

- email notification to the Club league rep and the HSL League Coordinator.
- posting of a revised schedule on the league website at least 48 hours prior to the first rescheduled game
- email notice to all registered team officials

Rescheduling by a Team-Club:

Any decision to reschedule a game must first be approved by the host Club. Once a Club determines that there is a legitimate need to reschedule a game, the Club shall coordinate the rescheduling process as outlined below.

Any such schedule change request from the Club requires payment of an administrative 'rescheduling fee' of \$10, payable to the League Coordinator (such fee paid to Highland Soccer League who shall then pay the League Coordinator).

The following rescheduling guidelines shall always be applied:

- ALL requests must be made 72 hours or more before original game time. If less than 72 hours, the team has no choice but to either play the game as scheduled or declare a forfeit loss (see 'No Show Forfeit Policy-Procedures')

- Teams must seek approval from their CLUB before contacting any opposing team about rescheduling a game.
- The CLUB must approve a reschedule request. Once approval is given:
 - The CLUB must immediately give formal notice to the LEAGUE (email). The League shall immediately change the status of the original game to "To Be Rescheduled".
The only option for this game from this point forward is to be successfully rescheduled or declared a forfeit loss should a rescheduled date not be agreed to and/or meet all rescheduling requirements.
 - The COACH/TEAM is permitted to begin rescheduling the game as outlined below.

Team-Club Rescheduling Steps

**These steps shall only be undertaken if Items #1, #2, #3 above have been met first.*

Step 1. Contact the opposing team coach and receive agreement from the opposing team coach to reschedule the game.

- The opposing team has the right to decline rescheduling; if the request is declined the game shall be declared a 3-0 forfeit as per above "guideline ii" and the rescheduling process ends.

- If the opposing team agrees to rescheduling, the reschedule process shall continue. If the opposing team does not agree to reschedule, the CLUB shall contact the League Coordinator and the game shall be recorded as a 3-0 forfeit loss by the team requesting the reschedule.

Step 2. The team wishing to reschedule must reach agreement with the opposing team on a new game date, time, and location with the opposing team coach. If agreement on a new game date, time, and location cannot be reached, the game shall be recorded as a 3-0 forfeit loss by the team requesting the reschedule

Step 3. The team wishing to reschedule shall communicate the rescheduling results to their CLUB (new date, time, location if successful OR notice that they were unable to reschedule the game). The CLUB shall then forward the League Coordinator the same results.

This notice must occur ON OR BEFORE the originally scheduled game time - failure to agree on a new date, time, and location by this date will result in forfeit loss by the team requesting the reschedule.

Step 4. The League Coordinator shall then update the league schedule and notify the appropriate referee assigner of the new scheduling information.

Failure to reach agreement with the opposing coach on any of the above items shall result in the game being declared a 3-0 forfeit win for the opposing team, unless the League Coordinator deems:

- a) The reason for a reschedule request is legitimate and should be permitted or
- b) It is necessary to play the game due to the importance of the results in league standings.

In such cases, the League Coordinator shall intercede in the rescheduling.

Team-Club Rescheduling Notes:

The League will not accept, in fact will ignore any rescheduling requests that come from a TEAM – all requests need to come from the CLUB.

Any team official that is contacted by an opposing team official coach seeking to reschedule a game should first get confirmation from the opposing team officials that they have CLUB approval for this rescheduling request

If the opposing team does not have Club approval, you should refuse to communicate with them until they get that approval (teams are NOT permitted to start work on rescheduling games without CLUB approval).