



## Request to Reschedule a League Game

The "Request to Reschedule a League Game" form is required for all League games where the Manitoba Soccer Association (MSA) assigns the game officials. This form is required to ensure the appropriate time is allocated to inform both teams, the game officials, and also to confirm field availability. This form must be filled out and signed by the League requesting the rescheduling of a game and submitted to the MSA for approval either in person or in an email to [mbsoccer@manitobasoccer.ca](mailto:mbsoccer@manitobasoccer.ca). Please refer to the MSA's Game Reschedule Policy prior to completing this form.

The deadlines for submission of the completed "Request to Reschedule a League Game" form by the League to the MSA are as follows:

- i) If the MSA receives the completed form a minimum of 10 working days in advance of the start of the originally scheduled game, there is no rescheduling fee;
- ii) If the MSA receives the completed form not more than nine working days in advance of the start of the originally scheduled game and not less than 72 hours in advance of the start of the originally scheduled game, not including holidays, there is a non-refundable rescheduling fee of \$125; and
- iii) The MSA will not consider any "Request to Reschedule a League Game" forms submitted less than 72 hours prior to the start of the originally scheduled game, not including holidays.

League: \_\_\_\_\_

Originally Scheduled Game Information      Gender    Male    Female    Coed

Home Team Name			
Away Team Name			
Division		Age Level	
Date of Scheduled Game		Time	
Field Location		Field # (if applicable)	

### Proposed Rescheduled Game Information

Date of Rescheduled Game		Time	
Field Location		Field # (if applicable)	
Reason for Game Change			
Comments			

*Please note: player vacation, player injury, or coach availability are not valid reasons for requests.*

Only completed forms will be accepted. By signing this form, you agree to the terms of the Game Reschedule Policy as laid out by the MSA. Acceptance of the form by the MSA does not guarantee that a game will be changed.

\_\_\_\_\_  
Name of League Official Requesting Reschedule

\_\_\_\_\_  
Signature of League Official Requesting Reschedule

\_\_\_\_\_  
Date

### MSA USE ONLY

This form was received by the MSA on \_\_\_\_\_ (date) at \_\_\_\_\_ a.m./p.m. (circle one).

Request **Approved**    Request **Denied**

Fee Applicable: \$ \_\_\_\_\_

\_\_\_\_\_  
Name of MSA Staff Member

\_\_\_\_\_  
Signature of MSA Staff Member

\_\_\_\_\_  
Date