



CALGARY WOMEN'S SOCCER ASSOCIATION

GENERATIONS UNITING TOGETHER

RESCHEDULE POLICY

1. Weather & Field Closure Reschedules

Games will be rescheduled at **no cost to the teams** in the following circumstances:

- i. The field is officially closed by the facility prior to the game.
- ii. The game is called off or cannot start due to weather (e.g., thunder/lightning) or other conditions that make the field unplayable, and the minimum number of minutes required for a result to stand has not been completed.
- iii. An injury occurs that prevents the game from being completed, where the minimum number of minutes required for a result to stand has not been reached.

When a game is cancelled or interrupted:

- i. Teams must notify the league immediately, including the total minutes played (if any) and the reason the game could not start or was interrupted.
- ii. The League will determine whether the game is to be replayed and, if so, will reschedule it.
- iii. The League will then notify the teams of the rescheduled game.

2. Voluntary Reschedules

Teams may request a game reschedule by emailing the CWSA **at least 24 hours prior to the game**, including the reason for the request. Requests submitted less than 24 hours in advance will only be considered in exceptional circumstances.

Cost

- The requesting team is responsible for all costs associated with the rescheduled game; teams may split costs if both agree.
- All voluntary game reschedules carry a \$30 rescheduling fee.
- A new field booking may be required if the original field cannot be returned (typically for requests submitted less than 30 days from the game). If the original field can be returned, no extra field cost applies.
- Teams are responsible for any late-cancellation referee fees (for games cancelled less than 24 hours before scheduled start).

A Voluntary Reschedule Request May Be Denied If:

- The opposing team declines.

- The league schedule does not allow it (ex: seeding round deadlines, etc.).
- A suitable field is not available.
- Other logistical or scheduling constraints as determined by the League. The League reserves the right to approve or deny any reschedule request.

Voluntary Rescheduling Steps

1. **Requesting Team Contacts Opponent** - The requesting team must contact the opposing team to confirm they are willing to reschedule.
2. **Submit Request to the League** - The requesting team emails the League with the reschedule request, including the original game details (date, time, field, teams) and the reason for the reschedule.
3. **League Verifies Opponent Agreement** - The League will confirm with the opposing team that they have agreed to the reschedule before officially approving it.
4. **Cancellation of Original Game** - Once the reschedule is approved, the League will officially cancel the original game and notify both teams.
5. **Propose Dates** - Both teams agree on potential dates for the rescheduled game and provide them to the league. *Due to limited field availability, teams should provide 2-3 potential dates.*
6. **Reschedule Finalization Deadline** - Once a reschedule request is approved, teams have **two weeks** to agree on a new date, time, and field. If the details are not finalized within two weeks, the League will assign the game date, time, and field.
7. **Field Options** – The League provides available field options or the teams may propose a suitable field.
8. **Finalize New Game Details** – Both teams confirm in writing the new date, time, and field for the new game.
9. **Pay Fees** – The requesting team pays any applicable fees as outlined in the Cost section. Teams may agree to split fees if both parties consent.
10. **Update Schedule** – The League updates the official schedule with the new game date and field, and both teams are notified.