



CALGARY WOMEN'S SOCCER ASSOCIATION

GENERATIONS UNITING TOGETHER

RESCHEDULING POLICY

Under important circumstance or due to an unforeseen event, a team (called 'the team') may request that a game be rescheduled. All requests must initially be submitted via email to the CWSA Office at least five (5) weeks prior to the game date at derek@mycwsa.ca stating the reason for the reschedule.

Note: Stampede week, players on vacation, and because the coach cannot attend are not valid excuses for rescheduling.

If this initial request is approved, the team requesting the reschedule must follow the steps below:

1. The team needs to contact the opposition team and obtain consent for the rescheduling. If the opponent is in agreement, the rescheduling request needs to be submitted in writing to the office at least 30 days prior to the original game date in order to reuse/return the field and notify the referee.
2. Find a new date, time and field for the rescheduled game. Only if the office is able to return or reuse the original field will CWSA pay for the new game field. **The team requesting the reschedule will be charged a \$30 rescheduling fee.**
3. Email all of this info (the original game information AND the new game information) to the CWSA office no later than 3 business days prior to the new game time. Please ask your opponent to confirm it. If approved **and the \$30 rescheduling fee is paid**, teams will receive a game update email, and the game will be changed on the website schedule. It is NOT approved until the website is changed.