

Instructions for submitting a RESCHEDULE REQUEST for a game

1. Determine if your team is allowed to make a reschedule request based on the "Allowed Schedule Changes" policy posted by the LVYSL Games Commissioner (effective Fall 2005).
2. Call or email the other coach and get some agreement on Date, Time, and Field. Consult with the home club field coordinator to ensure you've got a field. Then...
3. The coach requesting the change begins the process by Logging in to the LVYSL web site (www.lvysl.org) site (Note: The coach/club that begins the RESCHEDULE REQUEST process will be the club that is charged with a Referee Reassignment fee for the change, if applicable.) To begin the process:
 - a. Go to the SCHEDULES on the WEB home page and click on the Season that applies.
 - b. Select your team from the list box and click on the VIEW TEAM SCHEDULE button.
 - c. Click on RESCHEDULE REQUEST (right side of the screen under ACTION for the specific game).
 - d. Enter ONLY the change information (for example, enter only the new DATE if the time and field will be the same).
 - e. Enter the reason for the request – this is very important in obtaining approval.
 - f. Then click on SUBMIT RESCHEDULE REQUEST button.
4. An email will be sent to the opposing coach (and asst. coach(es) and team manager) by the website.

If the Opposing coach agrees to the requested change:

He or she can confirm (accept) the change request by:

1. Logging into to the LVYSL website.
 2. Going to their Team Schedule and clicking on 'Resched Request' for the game
 3. Click on the 'Confirm Reschedule Request' button.
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If the Opposing coach does not agree to the requested change:

He or she can cancel (reject) the Reschedule Request by following steps 1 and 2 above and selecting the 'Cancel Reschedule Request' button. Once the Reschedule Request is cancelled, a new Reschedule Request can be created. (It should be rare that the opposing coach does not agree to a requested change since agreement was supposed to be reached before the process began – see the first instruction above. However, there may be instances where information is incorrectly entered by the requesting coach, etc.)

Once the Reschedule Request has been made by one team and agreed to by the other team, the Reschedule Request will be automatically submitted to the appropriate Games Commissioner for approval/denial.

The Games Commissioner will either approve or deny the Reschedule Request. All coaches, asst. coaches, and team managers (with valid email addresses on the league's WEB site) will be notified regarding the approval or denial by the Games Commissioner by email.

If approved, the game schedule will automatically be updated and the Ref Assignor notified.

If denied, no changes to the schedule will take place and the game will take place as originally scheduled.

IMPORTANT NOTE: Approval of the Request DOES NOT guarantee that a Referee will be at the newly scheduled

game. It ensures that the Referee Assignor will attempt to Reassign the game.
Requests for schedule changes MUST BE made through the WEB site.

Charges/Fees for an approved reschedule:

Teams ~~requesting~~ a change will be charged a Referee Reassignment fee.

This fee will be charged against their Club's Performance Bond. The amount of the fee is determined by the amount of time the Referee Assignor is given to reassign the game.

If the Games Commissioner receives the request (from the WEB site only, email or phone calls will not be used to determine the request date) 10 days prior to the newly scheduled game/time/location, the Reschedule charge is \$3.75 (single ref) or \$5.25 (3 man system). If the Games Commissioner received the request with under 10 days remaining until the newly scheduled game, the fee is \$25.00.

Finally, please do not respond/reply to email notifications sent to you by the web site Reschedule Request process. These email messages are generated by the system, not by individuals.