



LCSL Spring 2011 Reschedule Procedures

Revised 1/16/12

Note the Competitive Committee approved at its December 4th meeting that LCSL games may be rescheduled throughout the spring but full agreement must be reached by 10 days prior to the scheduled play date. Hence there is no longer a deadline of January 15. There is also no limit on the number of games that may be rescheduled. However please understand as teams finalize their schedule for the spring, finding agreeable dates for a reschedule may become more difficult, so teams should begin working on asap if they know they need to reschedule games to ensure a higher probability of getting the reschedule accomplished.

Both teams must agree to the reschedule and the Competitive Commissioner/LSA Executive Director must approve it.

Please note that If the games are set up where all teams are playing 2 games in a day, breaking up the parity of the games could cause the reschedule to be denied if only one game is potentially being rescheduled, if all of the teams involved in the foursome don't agree to the reschedule.

Remember that if a team does not want to agree to reschedule the requesting team should respect their opponent's decision.

Please note that for the Spring season any time changes are considered reschedules and must go through the prescribed process below.

Approval from both teams with agreement to the date, time and location of where the game will be rescheduled to must be decided before the request will be considered. Please consider several potential times, so that if one time the field is not available, the next best time can be approved. However, do not reserve the field as that will be done by LSA during the approval process and reserved at that time and then will updated in GotSoccer.

ALL reschedule requests must be submitted **no later than 10 days prior** to the originally scheduled game date. Failure to have all approvals in by this deadline will result in the reschedule not being approved by the Competitive Commissioner and the game stays as originally scheduled. **NO EXCEPTIONS.**

To request a reschedule **when you are the HOME TEAM:**

1. Log into your Got Soccer team account. Go to the LCSL Spring Soccer League U11-U13 Event (make sure you go to the SPRING league event) either from your home page or under Events.
2. Go to the Schedule tab in that event. There you will see your game schedule for the Spring.
3. Next to each game there will be a button that says "Make Request." For games you would like to reschedule, click that button and it will bring up a box where you enter in the requested new date, time and location (plus a place for comments). Once you enter in the information, click Submit.

Please note that you can certainly contact your club as to possible field availability, but they cannot hold that spot for your team, as this causes too much bottle necking in the reschedule process. You can also view LCSL games scheduled at certain fields by clicking "Event Fields" on the GotSoccer schedule page and then click the field that you are interested in and it will show the current field usage, which will be updated daily as reschedules are approved.

4. Once submitted, you will see a note next to that game that states, "Pending Request" and a notation if the opposing team has responded. You can also edit the request after submitted.

PLEASE NOTE THAT GOTSOCCKER WILL NOT SEND AN EMAIL NOTIFICATION TO THE TEAM YOU ARE REQUESTING THE RESCHEDULE REQUEST, IT WILL ONLY SHOWN ON THEIR TEAM SCHEDULE PAGE SHOWING A REQUEST IS PENDING. You should email or call the opposing team to notify them you submitted a request via Got Soccer. All team contact information can be found by clicking "Team Contact Info" button which is shown on the top right corner of the league schedule page (just above the location of the first game shown on the schedule).

5. The opposing team will also see a notation on their schedule that states, "Pending Request" with a button to "Respond." If you receive a request, click respond and you will have the option to "Accept" or "Refuse." There is also a place for comments, if you need to discuss other options than are proposed by the requestor. To submit it, click Update.
6. Once LSA sees that both teams have agreed to the change via Got Soccer, the game will be moved in Got Soccer. LSA will be monitoring the GotSoccer schedule request function, but once both teams have completely agreed to the change including the date, you may email

JenniferDavis@lsa-soccer.org to let her know to check the Schedule Request function. Please include the game # in this email. No further information is needed in this email as the GotSoccer Schedule Request should show all information to approve the reschedule request.

7. Do NOT contact LSA or forward email discussions between parties until approval by all parties can be submitted.

To request a reschedule when you are the VISITING TEAM:

1. Send your opponent the “Home Team” a traditional email. All team contact information can be found by clicking “Team Contact Info” button which is shown on the top right corner of the league schedule page (just above the location of the first game shown on the schedule).

Once you and your opponent “the Home Team” have reached an agreement as to the date, time and location of when the game will be rescheduled the following shall be done as detailed in #2 below.

Please note that you can certainly contact your club as to possible field availability, but they cannot hold that spot for your team, as this causes too much bottle necking in the reschedule process. You can also view LCSL games scheduled at certain fields by clicking “Event Fields” on the GotSoccer schedule page and then click the field that you are interested in and it will show the current field usage, which will be updated daily as reschedules are approved.

2. The “Home Team” shall do the following:
 - a. Log into their Got Soccer team account. Go to the LCSL Spring Soccer League U11-U13 Event (make sure you go to the SPRING league event) either from your home page or under Events.
 - b. Go to the Schedule tab in that event. There you will see your game schedule for the Spring.
 - c. Next to each game there will be a button that says “Make Request.” For the game that you and your opponent have reached a reschedule decision, click that button and it will bring up a box where you enter in the agreed upon new date, time and location (plus a place for comments). Once you enter in the information, click Submit.
 - d. Once submitted, you will see a note next to that game that states, “Pending Request” and a notation if the opposing team has responded. You can also edit the request after submitted.
 - e. The opposing team will also see a notation on their schedule that states, “Pending Request” with a button to “Respond.” When you the visiting team sees this “Pending

Request”, click respond and you will have the option to “Accept” to what you have agreed to. To submit it, click Update.

3. Once LSA sees that both teams have agreed to the change via Got Soccer, the game will be moved in Got Soccer. LSA will be monitoring the GotSoccer schedule request function, but once both teams have completely agreed to the change including the date, you may email JenniferDavis@Isa-soccer.org to let her know to check the Schedule Request function. Please include the game # in this email. No further information is needed in this email as the GotSoccer Schedule Request should show all information to approve the reschedule request.
4. Do NOT contact LSA or forward email discussions between parties until approval by all parties can be submitted.