

## **Game Rescheduling FAQ's for Centennial and Champions League – Fall '21**

- [Real CO Rescheduling Form](#) submission is the ONLY way to request a game change.
- No email requests will be accepted.
- After review of these FAQ's, any questions regarding the process of Game Rescheduling: [cindy@realcolorado.net](mailto:cindy@realcolorado.net)

### **What are the deadlines for rescheduling CSA League Games?**

- Two important deadlines:
  1. CSA Game Change Window – 8/11-18/2021 (noon).
  2. After 8/18, any game change requests may incur a \$100 change fee imposed by CSA.
- 3. After 8/18, any game change request must be submitted by **4pm on Tuesday** the week prior to the game date. **EXAMPLE:** Sat., 9/11-original date so Real Form is due by 4pm, Tues., 9/7.
- 4. If a Real Form submission is submitted after 4pm on Tues., the game will not be changed for that weekend - no exceptions.

### **What is the CSA Game Change Window?**

- A timeframe from the date of CSA League Schedule release for rescheduling games without penalty. (8/11-18/2021)
- Teams can ask opponents to reschedule games for **ANY** reason, without penalty from CSA, during this time.
- **This includes Head Coach Conflicts and per CSA rules, this is the only time coach conflicts are an approved reason to reschedule, without penalty!**
- After 8/18, these are the only exceptions for game changes without penalty (\$100 fine)
  - i. Family tragedy
  - ii. Natural disaster
  - iii. State Cup and Presidents Cup Semifinals and Finals weekend (not pool play)
  - iv. Approved CSA Form – Request to Postpone Game
  - v. Weather related field closure
  - **All other reasons, are unapproved, and will result in a \$100 fine by CSA.**
  - **Specifically Not Allowed:** spring or fall break, prom, homecoming, injured or absent players, coach inability to attend. If a team makes such a request, they are subject to the \$100 fine.

\*\*\*If you absolutely must reschedule (whether your team or opponent request) for any unapproved reason, please email your staff coach to get permission. All girls teams- [lylel@realcolorado.net](mailto:lylel@realcolorado.net). All boys teams – [shawnc@realcolorado.net](mailto:shawnc@realcolorado.net)
- As long as communication is made via Real Form, by 8/18, even if the change is still pending, the request will meet the deadline.
- Always save all communication between teams when requesting a re-schedule. If a dispute arises, this documentation must be provided to CSA for resolution.
- **Note:** there is NO REQUIREMENT that a team change a game when asked if the change absolutely will not work for them, HOWEVER, it is Real policy to change games when requested, if possible. Exception: State/Presidents Cup Semis and Finals scheduled for the Sunday after a league game – requests must be honored.

### **What should I do when the CSA League Schedule is Posted?**

- Does my coach have 2 or more teams?

If so – you, your coach and other manager must get together immediately to determine what games need to be rescheduled.

**NOTE:** if the conflict(s) are between AWAY and HOME games, **always** try to reschedule the AWAY game first due to limited Real field availability.
- Is my team attending a travel tournament when we have a scheduled league game?

If so- you must submit a [Request to Change League Game for Travel Form](#) to CSA for approval. You can reschedule before you receive approval from CSA but their form has to be submitted. Opponents may request for out-of-state travel, as well.

- **Since the game change window has no restrictions as to reasons, if there are any other schedule issues of which you are aware, consider those now, not later. AGAIN, head coaching conflicts must be addressed during this window!**

### What is the procedure if my team wants to change a game?

**(Time constraints for working with opposing teams to reschedule any games listed in CSA Rules Excerpt, below.)**

If it is an **AWAY** game:

- You or your coach contact the other team (via the contact information provided on your team's schedule) to request the game change, providing 3 new dates when your team is available within the parameters of their club's process for makeups.
- Note, when rescheduling an AWAY game, you must work with your opponent to play on their fields. We cannot reschedule away games on Real fields.
- You **do not** submit the Real Form and this office does not need to know about an away reschedule at all.
- Your team manager must complete the CSA game change approval form ASAP, including providing a credit card number (team debit card), once your opponent provides you the new game date, time and field info. You will need the original game info to complete this form.
- You will receive a receipt from CSA when they get the form and then an approval when their process is complete, which you should pass on to your opponent, confirming the reschedule.
- If an opponent contacts you to reschedule an AWAY game, you must give them 3 new dates and their team is responsible to complete the CSA Approval Form, and again, Real does not need to know about it.

If it is a **HOME** game:

**\*\* If your team wants to reschedule your HOME game: LIMITED TIMES TO RESCHEDULE HOME GAMES LISTED BELOW- please review!**

- You or your coach contacts the opponent (contact info on schedule), asking for 3 new dates.
- You submit the [Real Reschedule Form](#) providing all info requested – you must provide 3 new options!
- **You cannot request specific fields or times, EXAMPLE: Do not request 10/10, 9am, Heritage Stadium. Do request Morning, 10/10.**
- I will respond ASAP with the new date/time/field via email with instructions and the link to the CSA Approval Form, which you must submit.
- If the reason for the reschedule is for an unapproved CSA reason, but the opponent has agreed, then your team will be charged the \$100 fine.
- It is your responsibility to be sure your opponent is aware of the reschedule.

**\*\* If your opponent requests a change to your HOME game:**

- **The very first and best option is to ask them if they can play on the original date at a different time.** You still need to provide 2 other backup dates, in case we do not have field availability on the same day.
- If that doesn't work, see the available times below and work with them for 3 new dates within those parameters.
- Once you agree on 3 new dates, you submit the [Real Reschedule Form](#), as indicated above.
- We will respond ASAP with the new date/time/field via email with instructions and the link to the CSA Approval Form, which the opponent must submit.
- You should forward the email Real sends so they have the new game info to submit the CSA Approval Form. They will confirm with you once the game is approved.
- Once new game info is provided, we do not need to hear back from you, unless a problem arises.

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### **ONLY AVAILABLE TIMES FOR MAKE UP GAMES FOR FALL '21:**

- ✓ **Tuesday or Friday afternoons/evenings (must end by dark)**
- ✓ **Sundays - 1<sup>st</sup> game start time is 1pm (lit fields available for evening games)**
- ✓ **Saturday afternoons – even if you have to play a double header (some morning games available so if you would like Saturday am, be sure to also provide some pm times, since the mornings are much more limited.)**

## How do the referees know about rescheduled games?

- For rescheduled home games, referees are assigned by Real via the **CSA Approval Form**, which will be provided to you when you get your new game info.
- This form **MUST** be submitted ASAP once there is a reschedule from this office.
- If CSA approval is not provided via a submitted form, referees could show up to the original game time, in which case, the referees will fine the teams AND, no referees will show up for the new game.

## Is there anything else we should know?

- Please do not email to ask what is available for reschedules. Spots cannot be saved so any info given could be gone by the time you submit your request.
- Do not request weeknight reschedules, as there is no availability.
- The reschedule request form is checked frequently so don't email to see if a request was received, unless you haven't had a response within 48 hours.
- As long as this process is followed, NO Fines will be charged, so do not worry! Just follow the process.
- Be aware that often teams will give you dates and by the time you get the info submitted and we get the new info confirmed to you, they may say that date was taken for another reschedule. BE SURE to let them know (as friendly as possible!) that you are holding them to these dates, and there could be problems if they give them to another team.
- Once a game is rescheduled by this office, there will be a fine from Real to reschedule again so always act quickly to get back to opponents.
- Check the time constraints for working on a reschedule set out in the CSA Rules excerpt here:

## **7.7. PROVISIONS FOR POSTPONING AND RESCHEDULING ADVANCED LEAGUE GAMES**

- a. Each club shall be responsible for designating their own USSF certified referee assignor who shall be responsible for providing the full crew for each club's games. The number of officials for a Colorado Champions League game and a Centennial League game can be referenced in rules 5.5 and 6.5.
- b. The assignor shall be responsible in assigning referees based upon level of game and experience of the referee.
- c. Each club will designate a club official that all rescheduling of games must go through for approval.
- d. Any game changes that are requested after the initial 7 (seven) days after schedules post and fall outside the exceptions, shall be assessed a \$100 fine.
  1. Exceptions shall include, but not limited to:
    - i. Family tragedy
    - ii. Natural disaster
    - iii. State Cup and Presidents Cup Semifinals and Finals weekend
- e. CSA shall designate each Wednesday at noon (12:00 PM MT) prior to the weekend of play as the last day for changes to reschedule a game. The club must notify the assignor within the established time as well.
- f. Those teams that do not follow the established policy shall be subject to the set penalties and fines.
  1. The said team shall pay the referee fees for game rescheduling or cancellation directly to the home club.
  2. Fines may be imposed based on the set fee by the respective club.
  3. See Rule 7.7.d.1 for exceptions.

## **7.8. PROCEDURE FOR MAKE-UP GAMES DUE TO FIELD CLOSURES AND PERMISSION TO TRAVEL GRANTED BY CSA**

- a. Please make up games as soon as possible.
- b. All make-up games must be played (and reported to CSA) by the date established by CSA. If one or more games remain incomplete after the date established by CSA, then only the games completed shall be used to determine that team's standings.
- c. Scheduling make-up games is the responsibility of the home team. The home team shall contact the opposing team within 10 days of the date of the canceled game and shall offer 3 reasonable make-up dates and times. The visiting team shall have 48 hours from contact to either accept one of the three dates or offer 3 alternative dates and times to the home team. If no agreement is reached within 24 hours, both teams shall submit their positions in writing to the LOC, who shall decide (after the date of the last approved make-up game) the disposition of the game. For the purpose of this rule, contact with the office of the soccer club shall be sufficient as contact with the coach. It is highly recommended that you have documented proof of each contact (i.e. email, fax receipt, etc.) as CSA can only consider written documentation when making a decision.