



Premier Rescheduling of Games

If a regular league game conflicts with a **SOCCER TOURNAMENT, GRADUATION** or **FINAL EXAMS** the game may be rescheduled. A soccer tournament, graduation or final exams are the only three reasons accepted for rescheduling games. **NO OTHER REASONS will be accepted and games will stay as scheduled.** If you are entered into a soccer tournament on a particular weekend that there is a league game, **DO NOT** wait until the tournament schedule is released! Reschedule that game right away.

NOTE: We request that all rescheduling requests be received by the EMSA office ONE WEEK PRIOR to the original game date**

Steps for Rescheduling a Game:

Step #1: If you are the team who is requesting the reschedule, you must send an email to angelad@emsamain.com indicating the game details and reasoning for the reschedule request.

BOTH teams involved will then receive an email from the League Director indicating that permission has been given to reschedule the game. If you don't receive that permission email it means the game has not been given the go ahead to be rescheduled.

Step #2: Once you have received the email giving the go ahead to reschedule from the League Director ensure the **TEAM WHO REQUESTED THE RESCHEDULE** contacts the Home Team's Zone's Referee and Field Assignors right away to cancel the originally scheduled game. Referee and Field Assignor contacts are listed in your coach handbook or on the EMSA website.

Step #3: The **TEAM WHO REQUESTED THE RESCHEDULE** contact's the opposing coach to come up with an agreed upon rescheduled date.

Step #4: Once a date has been agreed upon, the TEAM WHO REQUESTED THE RESCHEDULE is responsible for contacting the home Zone's field & referee coordinator to rebook another field & referees for the rescheduled game.

Step #5: The **TEAM WHO REQUESTED THE RESCHEDULE** is responsible for letting the other team know all new game details.

Step #6: The **TEAM WHO REQUESTED THE RESCHEDULE** is to notify League Director in writing via email (angelad@emsamain.com) of all rescheduled game details, Please include your division and team details as well as the original date, time, field and the new date, time field.

Step #7: League Director will update the website with the rescheduled game details and send an email to both teams confirming the rescheduled game details have been received and approved by the EMSA office. The rescheduled game is not considered legal until that time. Please keep in mind that the EMSA office is only open during the weekdays.

If the opposing coach and you cannot agree on a reschedule date, please notify the League Director and he/she will step in and take over the rescheduling process. Please note that you must give the League Director enough notice to be able to help you with the rescheduled game. If you send notice a day or two before the rescheduling deadline then we will be unable to help you.

*Once the game has been confirmed by the League Director, if one team fails to show for a rescheduled game then that team will lose by default. If both teams fail to show for a rescheduled game, the game will go down as not being played, no stats or points will be awarded and the game will not be rescheduled.

ALL RESCHEDULED GAMES MUST BE COMPLETED within three (3) weeks of the original scheduled date. If there is less than three weeks left on the schedule you must have those games completed prior to your last game on the schedule. If the game does not get played within the three week deadline or before the last game on the schedule (if there are less than three weeks left) then it will go down as not being played, no stats or points will be awarded. However, if the outstanding game will impact the standings in regards to post season play advancement in the main/final round, the EMSA League Director will reschedule the game. If you are rescheduling the last game on your schedule it must be rescheduled to a date prior to when it was originally scheduled.