



Community Tier 4 & Lower General Rescheduling Requests

After the schedules are released, if a regular league game conflicts with a **SOCCER TOURNAMENT, Grade 12 GRADUATION** or **Grade 12 FINAL EXAMS** the game may be rescheduled. **A soccer tournament, Grade 12 graduation or Grade 12 final exams are the only three reasons accepted for rescheduling games. NO OTHER REASONS will be accepted and games will stay as scheduled. For tournament reschedules, you are limited to requesting a maximum of 2 tournaments per season.** If you have to travel for your tournament outside of the province but inside Canada, an allowance of one day prior and one day after the tournament is allowed. For International tournaments, total of 10 days (travel and tournament dates, inclusive) will be allowed.

***NOTE: We ask that all rescheduling requests be received by the EMSA office a minimum of 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 the EMSA League Director, jennad@emsamain.com, indicating the game details and reasoning for the reschedule request.

Step #2: **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 and will remain as originally scheduled.**

Step #3: The EMSA League Director will email the Home Team's Zone Referee and Field Assignor to cancel the originally scheduled game.

Step #4: The TEAM WHO REQUESTED THE RESCHEDULE contacts the opposing coach to come up with an agreed upon rescheduled date. The opposing team officials have 48 hours to respond and work out a new date. If the new date is not worked out within 48 hours then the EMSA League Director reserves the right to automatically reschedule the game to a date chosen by the EMSA office.

Step #5: Once a date has been agreed upon, the TEAM WHO REQUESTED THE RESCHEDULE is responsible for emailing the EMSA League Director to notify of the new date and time. The EMSA League Director will then assign a field. ****If you are an Out of Edmonton District team**, you will need to contact your District Field Assignor first for a field as the EMSA Office does not take care of your area's fields. You will need to send the EMSA League Director an email once you have the new field confirmed.

Step #6: League Director will update the website with the rescheduled game details and the Portal will automatically generate an email to both teams and the Referee Assignor. 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 they 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.