

7.15 SPORTS GAME RESCHEDULING

Rescheduling a youth or adult game requires a good deal of time and coordination. There is no guarantee TRC can accommodate a request. A rescheduled game can affect staff, facilities, officials, two sets of parents, teams who may already have their plans in place, and families. TRC has adopted the following guidelines to guide the process of rescheduling games.

7.151 Pre-Schedule Conflicts

In order to accommodate scheduling conflicts prior to the completion of game schedules, requests for conflicts must be submitted to TRC two weeks prior to the 1st scheduled game date for the respective sport season.

7.152 League Schedules

All TRC youth and adult sports schedules are posted on TRC's website one week prior to the first scheduled game.

7.153 Post Schedule Conflicts

A request to reschedule a game after the 2nd week of games will not be administered by TRC in all youth and adult leagues. When a coach/manager needs to reschedule a game, he/she has until the 2nd week of games to obtain, complete, and submit a game rescheduling form to TRC. TRC has the authority to accept or reject any and all rescheduling request forms.

- Reschedule requests must be submitted and approved by the TRC Sports Coordinator 1 week prior to their teams' scheduled game
- All requests are reviewed and acted upon within 24 hours by the TRC Sports Coordinator
- Coaches/Managers are limited to one reschedule per season (must be prior to 2nd week of games)
- Teams must have less than the least amount of players required to make a request to reschedule a game
- When an opposing team denies a rescheduled game, the requesting team shall either play or take a forfeit
- Two no-shows; team is dropped from the league with no refund
- TRC has final approval on all scheduling

7.154 Adult Sport Leagues

Teams must provide a 24 hour notice to TRC if they are unable to participate in a scheduled game. A \$40 fee is administered to teams that do not adhere to the 24 hour notice. Teams that fail to remit the \$40 fee are subject to a debt on their account and not allowed to register until the debt is paid in full.

Approved:5-18-11

GAME RESCHEDULE POLICY STEP-BY-STEP GUIDELINES

1. Requesting coach/manager contacts TRC to request a game change form.
2. Requesting coach/manager is issued form by staff.
3. Requesting coach/manager is required to initiate and coordinate the rescheduling process by contacting the opposing coach that they are scheduled to play.
 - a. the opponent of the requesting coach/manager is not required to change the original game date/time. If the opposing coach/manager does not wish to change, the requesting coach/manager has two options: 1) invite a player(s) onto his/her team for that game only (requires Sports Coordinator approval) 2) forfeit the game.
4. Coach/manager completes section "A" and returns form to TRC.
5. TRC Sports Coordinator reviews the request and if approved, will contact requesting coach/manager within 24 hours with two alternate dates on which the game may now be played (section "B") if opponent's coach/manager agrees to reschedule. The process must be completed 1 week before the date of the game that the requesting coach/manager desires to be changed.
 - a. Reason for the 1 week minimum – the two alternate game times given to the requesting coach/manager are being held open, but only held for 7 days.
 - b. officials & staff may need to be scheduled, fields prepared, courts assigned, parents and teams informed, etc.
6. If opposing coach/manager consents to one of the two alternate dates, both coaches/managers are to confirm the change via email or with an in-person signature, with TRC's Sports Coordinator by completing section "C".
7. TRC staff approves the reschedule and confirms with both coaches/managers, by telephone or email, within 24 hours of receipt of completed form. If requesting coach did not confirm change with opposing coach, the change is not valid.

Sports Game Reschedule Form

A. Game I Request To Be Rescheduled (to be completed by requesting coach)

Requesting coach name _____

Email# _____ 3. Telephone – Cell _____ Home _____

Sport _____ 5. Age Group/Division _____

I am requesting to reschedule the following:

Date _____ Day _____ Time _____ Field/Court _____

Reason why I am requesting to reschedule _____

Number of players on team affected by this conflict _____

Opposing coach name _____ Telephone _____

B. Alternative Dates Provided by TRC To Reschedule (to be completed by TRC Sports Coordinator)

Request to pursue a reschedule has been _____ approved _____ denied

Reason request was denied by TRC staff _____

Day/Date _____ Time _____ Field/Court _____

Day/Date _____ Time _____ Field/Court _____

Day/Date _____ Time _____ Field/Court _____

Deadline for coach to return form to TRC _____

C. Approved by TRC Staff (to be completed by TRC Sports Coordinator)

Requesting Coach _____ *Opposing Coach* _____

Date received/approved _____ Sports Coordinator _____