

## CWSL RESCHEDULING GUIDELINES 2023

### **REQUEST TO RESCHEDULE GAME**

1. Send an email to the CWSL President (Chris Yustus: yustus@charter.net) **and** Treasurer (Karen Stashek: staf@wctc.net) giving detailed explanation as to why you are requesting to reschedule the game.
2. If approved you will receive a form for rescheduling to be completed and returned within 2 weeks. If NOT approved you will play as scheduled.
3. Contact your opposing coach for reschedule dates, times and field. (Location can not be changed) . Home coach needs to check with field scheduler for field availability and ref assignor for ref availability.
4. Once date, time, and field are secured return completed form back to Treasurer.
5. The Treasurer will forward game change on to League Scheduler and Local Referee Assignor to make changes to Demosphere and Game Officials to insure all programs are updated.
6. When updating in Demosphere a notification will be auto sent to coaches listed on the roster of this game change.

### **REQUEST TO RESCHEDULE CANCELLATIONS DUE TO WEATHER.**

1. Home Coach requests rescheduling form from CWSL Treasurer (Karen Stashek: staf@wctc.net).
2. Contact opposing coach to get tentative date and, time this should be done ASAP.
3. Check with local field scheduler and ref assignor for availability of fields and refs. (Location can not be changed.)
4. Return completed form to CWSL Treasurer.
5. The Treasurer will forward game change on to Demosphere scheduler and Local Referee Assignor to make changes to Demosphere and Game Officials to insure all programs are updated.
6. When updating in Demosphere a notification will be auto sent to coaches listed on the roster of this game change.

**Note: All correspondence must include age bracket and game #.**