

MYSL Game Cancellation & Rescheduling Request Procedure

The Middlesex Youth Soccer League has implemented some automation in SportsManager to request the cancellation of a game and request that the game be rescheduled.

Reminder, all game cancellation and rescheduling requests **MUST** be approved by the appropriate MYSL Age Director.

Cancellation and rescheduling may only be approved for a legitimate reason. A full description of the rescheduling rule, including these legitimate reasons are described by Administrative Rule 11 in the MYSL Rules, which can be found at MiddlesexSoccer.org/rules.

Legitimate reasons may include, but not be limited to:

- Graduation
- Sanctioned invitational tournament
- School trip
- Religious activity

Additional reasons to reschedule may include:

- Fields closed due to field conditions caused by weather
- A game scheduled on the Memorial Day holiday
- A placeholder game in the SportsManager Schedule
- A game that your age director approves to be rescheduled for a valid reason

Lack of players due to a vacation is not a legitimate reason to reschedule a game.

If you want to change a game time or field do not use this procedure, contact your age director by email to make the change.

Cancellation Request

The process to request a cancellation of a game is simple and can be initiated by either the home or the away team's head coach.

From the SportsManager website:

1. Login to your organizations SportsManager site.
2. Choose Login and click on the coach/director tab in the top ribbon. Once you click on the coach/director tab, you will be re-directed to the TeamApp page for coaches. All teams you are associated will pop up.
3. Choose the team for which you want to request a game cancellation.
4. Choose SCHEDULE/SCORE/CANCEL from the menu on the left-hand side (website) or the drop-down menu (mobile device)
5. Scroll down to the game you want to cancel.
6. Choose Cancel Request
7. Enter your reason for the request in the box provided.
8. Hit Send and your cancellation request will be sent to your MYSL Age Director (AD) for approval.

Alternately you can go directly to the SportsManager TeamApp by logging into www.sportsmanager.us/teamapp and follow the process above.

If the cancellation request is approved, the game will be cancelled in SportsManager and the home coach will get an email with a link to click on to start the rescheduling process.

Please be aware that *only the Head Coach* of the Home team will receive the rescheduling email. If you have an assistant coach or a team manager responsible for the administrative and communications duties of your team, they will not be able to perform/complete the automated rescheduling process.

Rescheduling Request

Before you start the automated rescheduling process make sure you follow the guidelines set up by your home club. Make sure you have confirmed field availability with your field coordinator prior to beginning the rescheduling process and confirm with them once the rescheduled game has been approved.

We urge you to contact your opponent and see if you can agree to a date that works for both of you ahead of time.

The starting point for the automated rescheduling process is the game marked as ***cancelled*** in SportsManager. As described above, once the game is ***cancelled***, the home coach will receive an email with a link that brings them to a webpage that will allow them to propose three dates. Our rules state you must offer your opponent three dates but if you have already agreed to a date, you only need to offer the one date.

Please note there is also an option to request that the game be moved to the away team location.

Once the home coach submits the proposed date(s), the away coach will receive an email with a link that will bring them to a page to select and agree to a reschedule date. When the coach selects and submits the date, the schedule will automatically change in SportsManager.

A confirmation email will be sent to both head coaches, the age director, the home ref assignor, and any others that need to know this game has been rescheduled. Your age director will reply to all to confirm the game. Be sure to send this confirmation to your home field coordinator as they are not typically included in the automated email.

Please remember that the field is not reserved in SportsManager until the away coach accepts the date and submits it. If there is a delay between the home coach offering the date and the away coach accepting it, it is possible for someone else to select the field and book it, making it no longer available. If someone else agreed to use that field a message will pop up to tell you the field is reserved.