

### How to Reschedule a Game -

- NO request to re-schedule or cancel a game will be approved over the phone.

#### To Reschedule a game, the following steps must be met:

##### For Challenger Level Teams -

1. Head Coaches from both teams involved must be in agreement.
2. You must include game information (Date, Game#, Venue, Time, Field #, Home and Away Team) and the reason for your request in all emails regarding the reschedule request. All of the subsequent emails will form a chain of information that will help us reschedule. In the subject line, please put: "Reschedule Game #...(and the game number)", this will help us keep track of the reschedules.
3. The coach requesting the change needs to contact the field rep for that field and get field availability for the reschedule. (Field Representative information is at the bottom of the page.)
4. Both Coaches need to work together, with the field rep, to agree on a possible date/time for the reschedule **AND** an alternate date/time.
5. The coach then needs to forward the email chain with the approval from the opposing coach and field rep, along with the requested new Date/time information AND the alternate Date/time information to the Referee Assignor (Kris Hamby) [ks5k@earthlink.net](mailto:ks5k@earthlink.net) . He will look at the referee availability to ensure that referees are available. If he can approve the reschedule, he will send the information on to the Game Scheduler to reschedule the match.
6. Once the Game has been rescheduled, the Game Scheduler will send out an e-mail confirming the reschedule to the following individuals: the Referee Assignor, the appropriate field representative, and the coach requesting the reschedule. It is the responsibility of the rescheduling coach to make sure that the opposing coach is made aware that the game has been successfully rescheduled. Both coaches are then responsible to make their teams aware of the schedule change, though it will be changed on the published schedule.
7. The Rescheduling Team will have 48 hours to pay the \$20 rescheduling fee. The fee can be mailed to: Northern Utah United, 472 E. Center, Smithfield UT 84320. Disciplinary action will be taken against teams for non-payment of rescheduling fees. No rescheduling fee will be due the first 14 days or so, after the schedule is published. The deadline for rescheduling without a fee will be posted on the schedule page.

*\*If cancellation request is made less than 48 hours in advance, the 7 requirements must still be met, however there is a risk that the cancellation MAY NOT be approved which would result in a forfeit for the requesting team if game is not played as scheduled.*

##### For UYSA State Competition Teams -

1. Every team is eligible to reschedule up to two (2) games per season (this has not changed). Once a team has initiated and completed two reschedule requests the system will remove the option to initiate a reschedule.
2. If a game reschedule is initiated **BEFORE** the season starts NO fee will be charged.

3. If a game reschedule **is initiated DURING the season** a \$50 reschedule fee will be charged to the initiating team. All reschedule fees collected will go towards Field Grants and Referee Development.

A Coach/Team can choose when to use their two (2) reschedules. Both can be used prior to the season starting, both can be used during the season or one can be used before the season and one can be used during the season. The decision of when to reschedule is up to the Coach/Team. The season starts March 21<sup>st</sup>.

**\*\*Games that are canceled due to weather or field closures as well as conflicts with State Cup, DPL, and National League events can be rescheduled through the State Office at no charge as well (this has not changed) and there is no limit. To see full list of approved reschedule requests and process to reschedule go to section 6314 of the state bylaws, for full reschedule policy.**

**TO INITIATE ANY COACH AGREEMENT RESCHEDULE THE FOLLOWING PROCEDURE MUST BE FOLLOWED:**

1. Contact the other coach and get agreement on game change
2. Contact your FIELD ASSIGNOR about field availability prior to starting the process. (Contacts below)
3. Contact your REFEREE ASSIGNOR and inform them of pending change and verify referee availability. (Kris Hamby at: [ks5k@earthlink.net](mailto:ks5k@earthlink.net) )
4. CLICK on the Reschedule button in the system. Initiating team will be prompted to enter payment information if initiated on March 21<sup>st</sup> or later. Enter new game info into the system and send request to the other coach.
5. Follow up on request with coach and monitor the request to make sure it gets accepted and processed.
6. IF THE GAME RESCHEDULE PROCESS IS NOT COMPLETED IN THE SYSTEM PRIOR TO 5 DAYS BEFORE THE ORIGINAL GAME TIME THE SYSTEM WILL LOCK THE RESCHEDULE REQUEST AND THE GAME WILL BE PLAYED AS ORIGINALLY SCHEDULED. YOU WILL NOT BE ABLE TO RESCHEDULE THE GAME AND YOU WILL BE EXPECTED TO PLAY ON THAT DATE. THERE WILL BE NO EXCEPTIONS AND FAILURE TO SHOW WILL RESULT IN A FORFEITURE OF THE GAME.

**TO WATCH VIDEO ON HOW TO RESCHEDULE USING THE RESCHEDULE BUTTON**

<https://www.youtube.com/watch?v=9KxazlU4q6k&feature=youtu.be>

**TO SEE RESCHEDULE INSTRUCTIONS LISTED ON OUR WEBSITE**

<http://www.utahyouthsoccer.net/UserFiles/file/Reschedule%20Instructions.pdf>

**If you have any questions please call the state office at [801-307-5150](tel:801-307-5150)**

### **Field Representatives for Rescheduling**

#### **Brigham City and Perry fields**

Sheri Ricks: [sricks04@yahoo.com](mailto:sricks04@yahoo.com)

#### **Elk Ridge Park - North Logan**

Sharon Cox - [sharoncox@live.com](mailto:sharoncox@live.com)

#### **Cedar Ridge Fields**

Morey Maughan: [maughan\\_03@yahoo.com](mailto:maughan_03@yahoo.com)

#### **Blackhawk & Logan Fields**

Katie Hollingsworth: [ckhollings@comcast.net](mailto:ckhollings@comcast.net)

#### **Cub River Fields**

Terri Baker: [terribaker1@live.com](mailto:terribaker1@live.com)

#### **Nibley Fields**

Josh Nelson: [josuaporto22@gmail.com](mailto:josuaporto22@gmail.com)

#### **Hyrum Fields**

Brian Tippetts: [tksoccerdad@gmail.com](mailto:tksoccerdad@gmail.com)

#### **Mendon Fields**

JayDee Jensen: [Jaydee.jensen@hotmail.com](mailto:Jaydee.jensen@hotmail.com)

#### **River Heights Fields**

Mike Nelson: [mikenelson3@yahoo.com](mailto:mikenelson3@yahoo.com)

#### **Providence Fields**

Susan Folkman: [folkmansusan@gmail.com](mailto:folkmansusan@gmail.com)

#### **College/Young Ward Fields**

Jon Kelly: [jon.kelly@aggiemail.com](mailto:jon.kelly@aggiemail.com)

#### **Tremonton Area Fields**

Lori Stokes - [lori@vulcraft-ut.com](mailto:lori@vulcraft-ut.com)

#### **Wellsville Fields**

Wendy Egbert - [woopadedoo@aol.com](mailto:woopadedoo@aol.com)