

## **AASL Game Change Guidelines**

**Game schedule changes are permitted only during the scheduling process prior to the final scheduling meeting. Schedule changes are not permitted after the final scheduling meeting except for weather related cancellations.**

During the course of scheduling, game changes due to time, date, field or team availability become necessary. The process for requesting game changes is detailed as follows:

- 1) The community representative should communicate the preliminary schedule for the season to each coach. The coach should review the schedule to insure that the scheduled dates and times will work for his/her team. Usually this review period covers 3 weeks.
- 2) Changes can only be made to the schedule during this preliminary schedule period. At midnight on the Friday before the season's final scheduling meeting, all changes must be final.
- 3) As the coach determines a problem, the community rep should be notified of the game in question, and provided alternate scheduling information, including date and time. 2 to 3 alternate dates are advised. The coach should not contact the opposing community rep, though he may wish to review the game change with the opposing coach. This discussion, though, does not constitute an agreed change.
- 4) The community rep should then contact the community rep of the opposing team. Generally email is acceptable. Sometimes when responses are needed quickly the phone is more appropriate. The community rep will indicate the game in question and the proposed change specifics.
- 5) The opposing community rep should then contact the team's coach or team manager and work out the details of the requested change.
- 6) This process may take several iterations as dates are finalized.
- 7) Once final, the opposing community rep communicates back to the initiating community rep. the agreed change. This final change information should also be communicated to the AASL Scheduler via email at this time. The initiating community rep should verify at this point that the final schedule information has been sent to the AASL Scheduler.

- 8) Change requests initiated and/or confirmed via email should take the following format:

Subject : AASL Game Change – Game Number, Age/Bracket, Original Date

Ex: Subject: AASL Game Change - #234, U10B, 9/21

- 9) After the details are of the change are agreed to, a confirmation email must be sent to the league and copied to the opposing rep. This email should take the following format.

Dear Community Rep:

This will confirm a change to Game #234 from 9/21 to 9/24 at 6:30PM.

Or)

This will confirm a change to Game #234 from 1 to 2:30PM, time only.

**DO NOT SEND REQUESTS FOR CHANGES TO THE LEAGUE. SUBMIT ONLY CONFIRMED CHANGES ONCE THE DETAILS ARE FINALIZED.**

**THE OPPOSING REP MUST BE COPIED ON ALL CONFIRMED CHANGES SUBMITTED TO THE LEAGUE OR THE CHANGE WILL NOT BE ACCEPTED.**

- 10) While many changes occur as a result of a request of a coach, it is also necessary for the community rep to review field schedules for the community to determine conflicts that may require corrective action. The key question in this review step is “Do we have enough of the right size fields for all of the games scheduled at this time, on this date?”
- 11) Additionally the community rep should review the schedule to provide consecutively schedule games. Consecutive games allow for the more efficient use of referees.
- 12) As the deadline approaches, and requested changes are yet to be confirmed, it is best to pick up the phone and call the opposing community rep to finalize the request. Remember changes not agreed, may not be accepted at the final scheduling meeting.

Changes are then finalized by midnight of the Friday before the season's final scheduling meeting. All changes must be communicated via email to the AASL Scheduler by this time. The scheduler then prepares a final schedule, which will then be posted under Schedules and Brackets at [www.aasloh.net](http://www.aasloh.net). It is useful to compare this schedule with the changes that you believe that you communicated during the schedule change process. It is also helpful to take a copy of this schedule with you to the final scheduling meeting.

- 13) During the meeting, only the changes to the schedule are reviewed. Occasionally last minute changes are negotiated in the meeting, but this is rare and discouraged.
- 14) At the end of the meeting the community rep is required to provide a completed Home Field Schedule form to the Ref Scheduler. This form shows only the home game schedules for the community and the name of the field assigned for each game, and it can be found under Forms at [www.aasloh.net](http://www.aasloh.net).