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Suburban Friendship League

Frequently Asked Questions – Regular Season Scheduling (February 14, 2008)

The following are a list of Frequently Asked Questions relating to regular season scheduling. While we attempt to keep this information consistent with the rules, sometimes through unintentional oversight, some inconsistencies may occur. In these cases, the rules are used to resolve any inconsistencies. The questions are broken down into the following topics:

- General questions.
- Coaches with two teams.
- Other initial game schedule issues.
- Game field changes made by a club after the schedules are published by the SFL.
- Rescheduling games initially scheduled by the SFL or rescheduled by the teams.
- Scheduled games not played.
- SFL process for rescheduling unscheduled games.
- Scheduling forfeits.

GENERAL QUESTIONS

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Question: Does the SFL have a rule that requires a team to check the web site for schedule changes prior to the game? If yes, why was this rule adopted?

Response: Teams are required to check the web site after Friday at 8:00 PM to ensure that no changes have been made to their Saturday (or Sunday) game schedule for that week. This rule was adopted because sometimes a club must make changes to its home games for reasons outside its control. This is discussed in more detail elsewhere in this document.

Question: After the schedules are developed, can one team force another team to reschedule a game?

Response: No. Once a game has been finalized and posted to the web site the game is considered final. As discussed elsewhere, teams are free to reschedule games when both teams agree to the change. As discussed elsewhere, changes may be made

1 because a club needs to move games because of reasons that are beyond its control.
2 However, a coach desiring to move the game is not a valid reason for the club
3 making a change to a game once it is finalized. This is discussed in more detail
4 elsewhere in the document.
5

6 **Question:** Does the SFL prepare master field loading schedules and how often are these
7 updated?
8

9 **Response:** The SFL prepares several types of field loading schedules. Each time the game
10 schedules change and the web site is updated these changes should be reflected.
11 Normally, when changes are made by the SFL the club is sent a confirming Email.
12 This Email will tell the club when the changes will be posted to the web site.
13

14 These schedules are available to the each club's SFL Club Representative, Club
15 Referee Coordinator, and Club Field Coordinator. Instructions on how to obtain
16 these schedules are made available to these individuals at the start of a season. They
17 cannot be found from the SFL home page.
18

19 **Question:** Why does the SFL schedule games on religious holidays?
20

21 **Response:** The SFL adopts a season game schedule that generally follows the NCSL, ODSL,
22 and WAGS game weekends. This proposed schedule is approved at each season's
23 preseason meeting by the clubs. The SFL recognizes that the game schedule may
24 conflict with some religious holidays, school events, or other activities. Therefore,
25 the rules adopted allow for a team to reschedule a game up to 4 days in advance of a
26 scheduled game date. The rules can be found on the SFL Documents page on the
27 web site (www.sflsoccer.org/sfldocs.htm). Therefore, a club or team is free to
28 schedule its games so that it is not required to play its games on religious holidays or
29 other days that cause conflicts. As discussed elsewhere in this document, the club is
30 free to make alternate arrangements for its home games when it does not want its
31 home games to be played on a given weekend regardless of the reason.
32

33 If a club or team has a problem rescheduling games because of religious reasons, the
34 applicable SFL Club Representative should contact the SFL and let them know so
35 that they can follow up with the other team's SFL Club Representative. Since
36 religious holidays are known at the start of each season, it should not be a problem to
37 make the necessary arrangements well before the game weekend.
38

39 **Question:** How did the SFL handle unusual scheduling situations such the September 11, 2001,
40 tragedy?
41

42 **Response:** The SFL allowed each club to determine how the games associated with its teams
43 were handled. The following are examples of how the clubs wanted us to handle
44 these games. In each case, we honored their wishes.

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- **Club cancelled all games for their teams regardless of the location** – In these cases, we cancelled the games that involved their teams regardless of the location. Many clubs allowed the teams to makeup these games at a later date.
- **Club cancelled all games for their teams regardless of the location and did not want the games made up** – In these cases, we cancelled the games that involved their teams regardless of the location and the games were dropped from the schedule.
- **Club only cancelled the games on their home fields** – All games on these clubs' home fields were cancelled. If their teams were scheduled to play against clubs that did not cancel games, then they were allowed to play the game. However, if a coach did not desire to play the game, then the game was changed to unscheduled. Generally the clubs that took this option allowed their teams to make up the game at a later date.
- **Club decided to play the schedule games** – These games were played as scheduled as long as both coaches wanted to play. Several coaches did not want to play their games and the games were changed to unscheduled or dropped.

COACHES WITH TWO TEAMS

Question: How does the SFL identify coaches that have two SFL teams?

Response: The SFL identifies coaches with two SFL teams through the registration process assuming that the club follows the instructions for registering its teams. The SFL has several controls to ensure that these individuals are properly identified in the data base.

Question: Does the SFL make any attempts to adjust the schedules for coaches with two teams so that they can attend all of their games?

Response: When the schedules are being prepared, the SFL reviews the coaches with two teams contained in its data base and attempts to eliminate the conflicts between the two teams. Depending on the age groups, it may be fairly easy to do with the home games, however, this is not always possible for the away games. A similar process is used when the tournament games are also scheduled.

Question: Does the SFL make any attempts to adjust the schedules for coaches who have one SFL team and another club team?

Response: The SFL will attempt to eliminate conflicts in situations where a coach has one SFL team and another club team if it is notified by the SFL Club Representative. However, these situations have a lower priority than coaches with two SFL teams. Furthermore, the club may have to make some adjustments on its schedules to accommodate the coach of the club team. Practices that can be used to reduce these problems are discussed elsewhere in this document.

Question: Some of my coaches need to only play games on specific times of the day, e.g., early morning, afternoon, etc. Can I make special requests for these individuals?

Response: The SFL will attempt to honor such requests. However, these have a very low priority and must be limited. Furthermore, these requests may not be able to be accommodated for away games. The following practice will solve this problem automatically for the home games.

- Assign the SFL team to a field and make sure that in the field spread sheet the age group scheduling order for that field places that team's age group either first or last of its home games depending on the desired result. For example, assume that the SFL team is an Under 16 Girls team and it plays on Field 1. On the field spread sheet make sure that the Under 16 Girls games are either the first or last age group that gets scheduled on Field 1 depending on what is desired for the coach, i.e., if coach should play afternoon games, then make sure that the Under 16 Girls are shown as the last group that is scheduled on the field.

1 **Question:** What can my club do to help ensure that coaches with two SFL teams do not have
2 conflicting schedules?
3

4 **Response:** The most important item is to follow the SFL instructions for registering teams.
5 Specifically, make sure that the standard team name is the same for both teams
6 unless the coach is coaching two teams in the same age group. If this is followed,
7 then the SFL's process automatically identifies the coaches with two SFL teams.
8 The following are suggested practices that can reduce the problems associated with
9 scheduling games associated with coaches with two SFL teams.
10

- 11 • The optimum practice to eliminating potential conflicts is to have both teams
12 play their home games on Sunday. When the SFL schedules the games, one
13 team will normally play away on Saturday while the other will play home on
14 Sunday. The SFL recognizes that this may not be possible, however, it does
15 significantly reduce the possibility of conflict. Even having only one team play
16 its home games on Sunday makes it a great deal easier for all involved.
17
- 18 • Have both teams assigned to the same field if at all possible. For example, if the
19 coach has an Under 14 and Under 16 team, then it helps a great deal to have them
20 assigned to the same game field. On the other hand, if the coach has an Under 12
21 and Under 14 team, this is not possible.
22
- 23 • If the teams cannot be assigned to the same field, then assign the SFL team to a
24 field and make sure that in the field spread sheet the age group scheduling order
25 for that field places that team's age group either first or last for its home games.
26 For example, assume that one SFL team is an Under 16 Girls team and it plays
27 on Field 1 while the second team is an Under 12 Boys team that plays on Field 2.
28 On the field spread sheet make sure that the Under 16 Girls games are either the
29 first or last age group that gets scheduled on Field 1 while the Under 12 Boys are
30 scheduled exactly the opposite on Field 2, e.g, if the Under 16 Girls are the first
31 age group that should be scheduled on Field 1, then the Under 12 Boys should be
32 the last group scheduled on Field 2.
33

34 **Question:** What can my club do to help ensure that coaches with one SFL team and one club
35 team do not have conflicting schedules?
36

37 **Response:** Simply establishing a set pattern for the home games helps a great deal. The
38 following provides an example that will reduce most conflicts without having to
39 make a number of manual scheduling adjustments.
40

- 41 • Assign the SFL team to a field and make sure that in the field spread sheet the
42 age group scheduling order for that field places that team's age group either first
43 or last for its home games. For example, assume that the SFL team is an Under
44 16 Girls team and it plays on Field 1. On the field spread sheet make sure that

1 the Under 16 Girls games are either the first or last age group that gets scheduled
2 on Field 1.

- 3
4 • Instruct the individual scheduling the coach's club team that they should
5 schedule the club team using the opposite approach. For example, if the SFL
6 team is expected to play its home game in the morning, then the club team should
7 be scheduled for afternoon games.

8
9 In developing this strategy it should be remembered that for most clubs, the older
10 age groups play in the afternoon. Accordingly, it may be better to have the older
11 team normally play its games in the afternoon. This approach may help reduce
12 potential conflicts with the coach's away games.

13
14 **Question:** Who makes the decision on the priority that is given to a scheduling change? For
15 example, assume my team needs to play afternoon games and the other team's club
16 wants the game played in the morning?

17
18 **Response:** The SFL Administrator establishes the initial priority for the games scheduled by the
19 SFL. While an attempt is made to honor club requests, practicable limitations may
20 prevent all requests from being honored. The following are the priorities used by the
21 SFL in developing the initial schedules:

- 22 • Coaches with two SFL teams.
- 23
- 24 • Coaches with one SFL team and one other team.
- 25
- 26 • Other requests.
- 27

28
29 Once the draft schedules are prepared, they are sent to each club for review. The
30 club may make changes to the home games to accommodate their coaches. These
31 will be honored which may reverse a change that was made to accommodate one of
32 the requests since we allow the clubs to control their home games whenever possible
33 as a matter of policy. If the change affects a coach with two SFL teams, then we
34 normally approach one of the clubs to request that a change be made to
35 accommodate the coach. However, this is not always possible.

1 **OTHER INITIAL GAME SCHEDULE ISSUES**

2
3 **Question:** The way that the field permits work I am unable to assign the same field to a team
4 for an entire season. For example, the county gave me Field 1 for all but 2 weeks
5 and Field 2 for these 2 weeks. To make matters worse, the games start on Field 1 at
6 9:00 AM while the games on Field 2 start at 1:00 PM. What should I do?
7

8 **Response:** The following actions should be taken:
9

- 10 • On the team registration spread sheet, assign the field that will be used the most
11 to the team. In this example, Field 1 should be assigned to the team.
12
- 13 • Make sure that the SFL is notified of this situation prior to the schedules being
14 developed, i.e., let the SFL know when the field information is provided rather
15 than wait until after the draft schedules are prepared. The specific week each
16 field is available should also be clearly stated to the SFL.
17
- 18 • Make sure that the field spread sheet shows the time slots and scheduling order
19 for both fields. In this example, Field 1 and Field 2 should be shown on the field
20 spread sheet with Field 1 having games starting at 9:00 AM while Field 2 has
21 games starting at 1:00 PM.
22
- 23 • If the above steps are taken, the scheduling process should “automatically”
24 produce the desired results. However, the club should check the draft game
25 schedules to make sure that an error was not made during the scheduling process.
26 If an error is made, then the club should notify the SFL of the changes that are
27 needed using the process specified when the club is notified that the draft
28 schedules are ready for review.
29

30 **Question:** Can a club tell the SFL that it does not want one of more of its teams to play on
31 given day due to religious or other reasons before the season schedules are
32 developed? If yes, how does this work?
33

34 **Response:** The SFL believes that the clubs should be able to control their own programs within
35 reason. Therefore, if a club wants to keep its teams from playing home games on a
36 given game day, then it is free to request the SFL to show games that would
37 normally be scheduled on that date as unscheduled or arrange a different day
38 (normally a Sunday) that does not adversely impact the other games scheduled by
39 the SFL, e.g., the rescheduling would not result in a team playing 2 games on the
40 following Saturday. Examples of reasons that a club may make such requests
41 include religious holidays, school proms, field availability, etc. The only limitation
42 that the SFL places on these requests is that they are binding only on the home
43 games for that club. In other words, letting each club control its home games does

1 not adversely impact the desires of other clubs. The following is an example of how
2 this works:

- 3
4 • Club A decides that for some reason it does not want to play any home games on
5 game week 5. It does not matter why the club made this decision, e.g., proms,
6 school events, religious holiday, field closures, etc. may be the reason for the
7 request. Since these types of situations should be well known before the start of
8 the season, the SFL should be notified of this during the team registration
9 process and well before any schedules are developed.
- 10
11 • Prior to the development of the schedules, the SFL is notified that all home
12 games for Club A on game week 5 should either be (1) shown as unscheduled,
13 (2) scheduled on the Sunday of game week 3, or (3) some other combination.
14 For example, the SFL may be instructed to leave all games between the teams of
15 Club A as unscheduled and only use the Sunday time slots for games where Club
16 A's team play teams from other clubs.
- 17
18 • Club A reviews the draft schedule to make sure that it request has been properly
19 implemented. If an error is made, then the club should notify the SFL of the
20 changes that are needed using the process specified when the club is notified that
21 the draft schedules are ready for review.

1 **GAME FIELD CHANGES MADE BY**
2 **A CLUB AFTER THE SCHEDULES**
3 **ARE PUBLISHED BY THE SFL**
4

5 **Question:** What happens when a club is required to change game fields after the schedules are
6 posted?
7

8 **Response:** Sometimes clubs are required to change game fields after the schedules have been
9 published. Generally, these should be caused by (1) reasons beyond a club's control
10 such as the club being notified after the season field permit has been received that a
11 field is no longer available or (2) a club desiring to move the game to an "all
12 weather" field to ensure the game can be played in case of rain. The changes can be
13 made without the home team being assessed a scheduling forfeit when the following
14 conditions are met:
15

- 16 • The reason for the change is not to support refereeing scheduling issues that
17 should have been addressed when the schedules were initially drafted. For
18 example, during the development of the original schedules, games are scheduled
19 on Field 1 at 9:00 AM and 1:00 PM at the club's request. Once the schedule is
20 posted the club decides that they would like to move these games together for
21 referee scheduling purposes.
22
- 23 • The reason for the change is not to support a request by the club's coach to
24 reschedule a game because the opposing coach will not agree to reschedule a
25 game.
26
- 27 • The SFL is notified as soon as the club is notified of the change but no later than
28 6:00 PM on Thursday preceding the game date. For example, the club is notified
29 on May 1, that a game scheduled for June 1 needs to be changed, then the SFL
30 should be notified on May 1. On the other hand, if the club is notified on
31 Thursday, May 1 that a game scheduled for Saturday, May 3 needs to be
32 changed, then the SFL must be notified on May 1 by 6:00 PM or the home team
33 is assessed a scheduling forfeit as discussed below.
34
- 35 • The SFL Club Representative takes reasonable actions to ensure that the
36 opposing team is notified of the change. Examples of reasonable actions include
37 (1) the SFL Club Representative attempting to contact the opposing coach (or the
38 opposing coach's SFL Club Representative) directly and (2) requiring their
39 coach to attempt to contact the opposing coach (or the opposing coach's SFL
40 Club Representative) and reporting back to the SFL Club Representative on the
41 results of the actions taken. Examples of unreasonable actions include (1) the
42 SFL Club Representative simply asking the coach to contact the other team and
43 expecting that the appropriate contact will be made and (2) expecting the visiting

1 team to check the web site to determine that a change has been made. The SFL
2 should not be asked or expected to notify the visiting teams of changes.

- 3
4 • The game times generally remain the same. It is understood that sometimes
5 when the games are moved, these games must be fit into the available slots.
6 However, when the games are simply moved from Field 1 to Field 2, the same
7 game times should be used.
8
- 9 • The change does not result in the visiting team having 2 games on the same day
10 unless the visiting team agrees in advance.

11
12 A team may be assessed a scheduling forfeit when a game field change is made by
13 their club and the applicable requirements discussed above have not been met, e.g.,
14 the club decides to change the game field or game time on the Friday preceding a
15 Saturday game and the visiting team does not agree to the change. As discussed
16 elsewhere in this document, the teams are free to play these games at other times
17 and, once played, the scheduling forfeit will be removed.

1 **RESCHEDULING GAMES INITIALLY SCHEDULED**
2 **BY THE SFL OR RESCHEDULED BY THE TEAMS**
3

4 **Question:** Sometimes both teams would like to reschedule a game, is this allowed and how is
5 this done?
6

7 **Response:** Teams may reschedule any game originally scheduled by the SFL or rescheduled by
8 the team as long as (1) both teams agree to reschedule the game, (2) the change is
9 made prior to 6:00 PM on the Wednesday preceding the current scheduled date, (3)
10 the home team's club is properly notified of the change in accordance with that
11 club's guidelines, and (4) the SFL is notified by Email that the game will not be
12 played prior to 6:00 PM on the Thursday preceding the scheduled game date.
13

14 **Question:** Does the home team's club have to agree with the change even if both of the coaches
15 have agreed on the change?
16

17 **Response:** Yes. The home team's club must agree to the change due to field and referee
18 availability issues.
19

20 **Question:** What happens if both coaches agree not to play a game but are unable to provide a
21 new game date?
22

23 **Response:** If a revised game date is not provided to the SFL by Thursday at 6:00 PM, then the
24 game will be shown as unscheduled and rescheduled using the process discussed
25 elsewhere in the SFL Process for Rescheduling Unscheduled Games.
26

27 **Question:** What happens if both teams decide not play a game and the SFL is not notified prior
28 to 6:00 PM on the Thursday prior to scheduled game date?
29

30 **Response:** If the SFL is not notified by 6:00 PM on the Thursday prior to the scheduled game
31 date of the cancellation, then the SFL will not make any attempt to reschedule the
32 game, both teams will be assessed a scheduling forfeit, and no game points will be
33 awarded to either team. As noted elsewhere, teams are always free to arrange
34 alternate times, e.g., weekdays, to make up forfeited games caused by scheduling
35 problems. However, the scheduling forfeits will stand until a game score is reported.
36

37 **Question:** Why does the SFL require advanced notice of game cancellations and assess
38 scheduling forfeits when it is not given advanced notice even though both coaches
39 have agreed to cancel the game?
40

41 **Response:** Coaches should resolve any scheduling conflicts early in the season and should not
42 wait until Wednesday preceding the weekend's schedules to resolve conflicts. Many
43 clubs have assigned referees and fields weeks in advance of a given game.
44 Accordingly, a late change in schedule may cause clubs to lose referees that could be

1 used for other games on that date. Coaches are reminded that SFL uses a play down
2 rule to account for days when all the players on a team may not be available.
3 Coaches are strongly encouraged to keep the scheduled play date without changes.
4

5 **Question:** Please provide examples of how game rescheduling should work when both coaches
6 want to reschedule games and what happens if those games are subsequently
7 cancelled for weather or other reasons?
8

9 **Response:** The following are examples of various game rescheduling activities and how the
10 SFL responds to these events. Please remember that the club must also agree to any
11 game rescheduling efforts.
12

13 **Example 1**

14
15 Team A realizes at the start of the season in April that a game scheduled on May 15
16 with Team B cannot be played as scheduled because of a conflict with a school
17 event. Team A contacts Team B and they agree to play the game on May 16. The
18 home team's club agrees with this change and the SFL is notified. Since the teams
19 arranged this rescheduled game prior to 6:00 PM on the Wednesday preceding the
20 game date, it may be rescheduled again by the teams at a later date. Furthermore, if
21 the game on May 15 is cancelled due to weather, is considered as an unscheduled
22 game may be eligible for rescheduling by the SFL using the SFL Process for
23 Rescheduling Unscheduled Games discussed elsewhere in this document.
24

25 **Example 2**

26
27 Team A realizes at the start of the season in April that a game scheduled on May 15
28 with Team B cannot be played as scheduled because of a conflict with a school
29 event. Team A contacts Team B who agrees to postpone the game. The home
30 team's club also agrees to postpone the game and the SFL is notified. However,
31 Team A and Team B cannot agree on an alternate game date before 6:00 PM on the
32 Thursday of the second regular season game week. Therefore, the game is shown as
33 a unscheduled game and handled in accordance with the SFL Process for
34 Rescheduling Unscheduled Games discussed elsewhere in this document.
35

36 **Example 3**

37
38 Team A realizes on the Tuesday (April 26) preceding a Saturday May 1 game with
39 Team B that the game cannot be played as scheduled because of a conflict with a
40 school event. Team A contacts Team B who agrees to postpone the game. The
41 home team's club also agrees to cancel the game and the SFL is notified. However,
42 Team A and Team B cannot agree on a alternate game date before 6:00 PM on
43 Thursday (April 28). Therefore, the game is shown as a unscheduled game and

1 handled in accordance with the SFL Process for Rescheduling Unscheduled Games
2 discussed elsewhere in this document.

3
4 **Example 4**

5
6 Team A notifies Team B on the Tuesday night before their scheduled game on
7 Saturday, May 1 that they do not want to play their regularly scheduled game on
8 May 1. Team B agrees to postpone the game and the home team's club agrees with
9 the cancellation. However, the SFL is not notified of the change until May 1. Since
10 the SFL was not notified of the change in a timely manner (by 6:00 PM on the
11 Thursday preceding the game date) the SFL will not make any attempt to reschedule
12 the game, both teams are assessed a scheduling forfeit, and no game points will be
13 awarded to either team. As noted elsewhere in this document, Team A and Team B
14 are free to attempt to reschedule the game on their own. However, the forfeit will
15 stand until a game score is reported.

1 **SCHEDULED GAMES NOT PLAYED**

2
3 **Question:** What is meant by “Scheduled Games Not Played”?

4
5 **Response:** Teams have until 6:00 PM on the Monday following a game to report a game score.
6 Until a score is reported for a game whose scheduled date has passed, the game is
7 considered as a Scheduled Game Not Played. The FAQ on Reporting Game Results
8 (www.sflsoccer.org/faqscores.pdf) and the Game Reports procedure
9 (www.sflsoccer.org/procgamerpt.pdf) contain additional information on submitting
10 game reports.
11

12 **Question:** How does the SFL handle Scheduled Games Not Played?

13
14 **Response:** The SFL reviews the list of Scheduled Games Not Played on Wednesday or
15 Thursday during the season. All games appearing on this list that have a scheduled
16 game date earlier than the preceding Monday, will be considered as games that were
17 cancelled by the teams without notifying the SFL. As discussed elsewhere in this
18 document when a game is cancelled without properly notifying the SFL, (1) the SFL
19 will not make any attempts to reschedule the game, (2) both teams will be assessed a
20 scheduling forfeit, and (3) no game points will be earned by either team. The
21 following are examples of this condition and the actions that the SFL will take.
22

23 **Example 1**

24
25 **Situation:** Team A and Team B play a game on Saturday, May 1 but neither
26 team reports the score by Wednesday, May 5. Therefore, this game is
27 shown as Schedule Game Not Played report and the SFL treats the
28 game as a game that was cancelled by the teams without notifying the
29 SFL. Accordingly, the SFL (1) did not make any attempts to
30 reschedule the game, (2) assessed both teams a scheduling forfeit, and
31 (3) awarded no game points to either team. After reviewing the web
32 site and seeing that the game was considered to be a forfeit, Team A
33 reports the game score.
34

35 **SFL Action:** The SFL would then post the game score, remove the scheduling
36 forfeits, and assess each team an one game point penalty for reporting
37 a game score late.
38

39 **Example 2**

40
41 **Situation:** Many games for the weekend of May 1 are rained out and all clubs
42 with cancellations but Club A notifies the SFL of the weather
43 cancellations no later than 6:00 PM on Monday, May 3. Club A had
44 5 games scheduled on its fields for the weekend of May 1 and the

1 coaches for 2 of these games notified the SFL prior to 6:00 PM on
2 Monday, May 3 that their games had been cancelled because of
3 weather related reasons. Since the SFL had not been notified that the
4 other 3 games were cancelled for weather related reasons on Club A's
5 fields, on Wednesday, May 5, the SFL considered that the 3 games
6 were cancelled by the teams without notifying the SFL. Accordingly,
7 the SFL (1) did not make any attempts to reschedule the games, (2)
8 assessed the teams scheduling forfeits, and (3) awarded no game
9 points to any team. After reviewing the web site and seeing that the 3
10 games were considered to be scheduling forfeits, Team A and Team B
11 arrange a new game and report the game score. However, the other 4
12 teams cannot agree on a game date to make up these 2 games.
13

14 **SFL Action:** The SFL will post the game score of the game that was made up and
15 remove the scheduling forfeits for that game. The SFL will not make
16 any attempts to reschedule the remaining 2 games since the SFL had
17 not been notified in a timely manner of the game cancellations.
18 Therefore, the game results for the remaining 2 games would show
19 that both teams had scheduling forfeits assessed in these games.
20

21 **Question:** Who is responsible for notifying the SFL when games are cancelled for weather
22 related reasons?
23

24 **Response:** The SFL Club Representatives are responsible for notifying the SFL of all games
25 cancelled on their home fields because of weather. If this notification, which must
26 include the game reference numbers, is received by 6:00 PM on the Monday
27 following a scheduled game date, then the game will be shown as unscheduled and
28 rescheduled using the SFL Process for Rescheduling Unscheduled Games discussed
29 elsewhere in this document.
30

31 **Question:** Can the teams arrange to reschedule game cancelled due to weather without getting
32 the SFL's permission?
33

34 **Response:** Teams are free to reschedule any games cancelled because of weather or similar
35 conditions as long as the rescheduling process is completed by the next Thursday
36 night and both teams agree to the revised game date. In addition, the home team's
37 club must agree to the change and the SFL notified as soon as the schedule is
38 finalized.
39

40 **Question:** What happens if the club does not properly notify the SFL of weather cancellations?
41

42 **Response:** If the club does not properly notify the SFL weather cancellations, then the games
43 will be considered as scheduled games not played list and processed as discussed
44 elsewhere in this document.

1 **Question:** How are unpredictable events outside the club's control handled?
2

3 **Response:** Events that are unpredictable and outside of the club's control may also be treated as
4 weather cancellations, e.g., national emergencies. However, events that are
5 predictable, e.g., proms, school homecomings, PSAT tests, and SAT tests, will not
6 be treated as weather cancellations since they should be handled using the
7 procedures outlined elsewhere in this document. In case of a dispute over whether
8 the cancellation should be treated as an unpredictable event, the appropriate SFL
9 Age Group Commissioner shall make a final determination if a cancellation request
10 should be treated as a weather cancellation.

1 **SFL PROCESS FOR RESCHEDULING UNSCHEDULED GAMES**

2
3 **Question:** Is there more than one type of unscheduled game?

4
5 **Response:** Yes, two types of unscheduled games may occur – unscheduled games where both
6 teams are affiliated with the same club and unscheduled games where the teams are
7 from different clubs.

8
9 **Question:** Does the SFL attempt to reschedule games when both teams are from the same club?

10
11 **Response:** No, the SFL Club Representative for that club is responsible for ensuring that the
12 game is rescheduled. The SFL will not take an active role in rescheduling these
13 games since the club is in a far better position to make the necessary arrangements,
14 e.g., ensuring both coaches to play the game, arranging field and referees, etc.

15
16 **Question:** Who makes the determination whether a team has made a good faith effort to
17 reschedule a game and what criteria are used to make this determination?

18
19 **Response:** The SFL Process for Rescheduling Unscheduled Games addresses this problem
20 when the teams are from different clubs since all eligible games are either
21 rescheduled or have scheduling forfeits are assessed. If the teams are from the same
22 club, then the SFL Club Representative from that club will make the decision on
23 whether a team should be awarded a scheduling forfeit.

24
25 **Question:** Does the SFL attempt to reschedule games when the teams are not from the same
26 club?

27
28 **Response:** Except for the first week¹ and the last two weeks² of the regular season, the SFL will
29 review the list of unscheduled games on Wednesday or Thursday and attempt to
30 schedule the games by Saturday when the teams are from different clubs.
31 Specifically, the games will be rescheduled on the home team's field on the first
32 available Sunday after the current week. If the home team does not have an

¹ The SFL leaves all games shown as unscheduled after the first game week of the season as unscheduled until after the start of the second game week to allow the teams and clubs additional time to reschedule the games. If these games remain unscheduled after the second regular season game week has started, then they will be rescheduled using the process described above.

² The SFL will not attempt to reschedule any games cancelled after the tournament scheduling process has begun due to resource constraints. If the tournament is cancelled, then the SFL will attempt to continue its efforts to reschedule games between teams from different clubs.

1 available field slot, then the SFL will make no attempt to reschedule the game and
2 the home team will be assessed a scheduling forfeits.

3
4 **Question:** What happens to unscheduled games that are not rescheduled by the SFL, e.g.,
5 games between teams from the same club and games that become unscheduled after
6 the tournament scheduling process has begun?
7

8 **Response:** Generally, on the Wednesday or Thursday of the final regular season game week, the
9 SFL will review all games shown as unscheduled and assess both teams scheduling
10 forfeits even if the game is between two teams of the same club. After this process,
11 the only games that should be shown as unscheduled are those games that cannot be
12 played during the final regular season game week. However, in some cases the SFL
13 may make a decision to leave the games as unscheduled. This decision is made by
14 the SFL Commissioners and cannot be appealed by the teams or clubs.
15

16 **Question:** Sometimes the teams are working on an agreeable time to reschedule a game but
17 cannot make the necessary arrangements before the SFL scheduling process. Can
18 the club request a delay in the SFL's rescheduling efforts?
19

20 **Response:** Yes, either SFL Club Representative may request a one week delay in automatically
21 rescheduling a game if they believe that the delay would facilitate the teams
22 rescheduling the game on their own. Coaches may not request a delay in
23 automatically rescheduling a game.
24

25 **Question:** Since the games rescheduled by the SFL are scheduled on a Sunday, it appears that
26 the club's are required to provide the Sunday slots used to support the SFL's
27 rescheduling efforts. Is this correct and what limitations does the SFL place on the
28 clubs?
29

30 **Response:** Yes, clubs are required to provide Sunday field slots that start at 12:30 PM or later
31 that can be used to reschedule games. These slots do not have to be provided until
32 requested by the SFL. The SFL normally does not ask for these slots until after the
33 season has started and the SFL realizes that it will need to reschedule games.
34

35 **Question:** What happens if the club does not respond to the SFL's request for Sunday slots to
36 support its game rescheduling efforts?
37

38 **Response:** If no slots are provided by the time specified by the SFL, it is assumed that the club
39 does not have any field slots available for makeup games and the home team for
40 those games are assessed scheduling forfeits. In addition, the SFL will make no
41 attempts to reschedule those games even if the club provides Sunday slots at a
42 different date.
43

1 **Question:** After the SFL reschedules a game can the clubs and teams ask for changes? If yes,
2 how does this process work?
3

4 **Response:** Teams and clubs are not allowed to ask for changes to a game rescheduled by the
5 SFL. If the game cannot be played as scheduled, then the team unable to play the
6 game is assessed a scheduling forfeit. However, as noted elsewhere, teams are
7 always free to reschedule these games and once the game is played, the scheduling
8 forfeit(s) are removed.
9

10 **Question:** May clubs make minor changes to games rescheduled by the SFL? If yes, how does
11 this process work?
12

13 **Response:** Clubs may make minor changes to the games rescheduled by the SFL. For example,
14 the club may need to move a game from one field in a field complex to another field
15 in the same field complex to support referee assignments. However, clubs are not
16 allowed to change the game dates. The SFL Age Group Commissioner will make a
17 final determination on whether a game change is considered minor.
18

19 **Question:** What process is used to establish the scheduling priorities if a club does not provide
20 adequate field slots to support the SFL's rescheduling efforts?
21

22 **Response:** The oldest age group that can use the field will be assigned the field first. For
23 example, if the field can support teams in the Under 14 age group or below, then
24 only teams having an unscheduled game that meets the criteria for the Under 14 age
25 group (or lower) will be scheduled on that field. On the other hand, if the field can
26 handle all age groups, then the Under 19s having unscheduled games will be
27 scheduled first. If two or more games within an age group need the same game slot,
28 the SFL Administrator shall determine the optimum schedule, e.g., move one game
29 to another field slot. If an optimum schedule cannot be determined, the SFL
30 Administrator shall flip a coin to determine which game will get rescheduled.
31

32 **Question:** Does the SFL update the web site and send out Email notifications when it
33 automatically reschedules games?
34

35 **Response:** Yes, the SFL updates the web site with the changes and attempts to send a standard
36 Email notification that a game schedule change has taken place and that the
37 individuals should check the web site for the revised schedules. The following is the
38 standard distribution list:
39

- 40 • SFL Club Representatives for each team
- 41
- 42 • Referee and Field Coordinators for club hosting the game
- 43
- 44 • Coaches of the two teams if Email addresses are available

1
2
3
4
5
6
7
8

- Appropriate SFL Age Group Commissioner
- SFL Commissioner

Although the SFL attempts to Email the notification of the change, as noted elsewhere, it is the responsibility of each coach and the club officials to monitor the web site for game schedule changes. The SFL is not responsible for forwarding any returned Emails to the appropriate SFL Club Representative.

1 **SCHEDULING FORFEITS**

2
3 **Question:** Does the SFL award forfeits relating to its scheduling efforts outlined in the SFL
4 Process for Rescheduling Unscheduled Games?

5
6 **Response:** Yes, the SFL awards automatic scheduling forfeits under the following conditions:

- 7
8 • If the home team does not have a field slot available during the entire season that
9 can be used to reschedule the game at the time the rescheduling efforts are made.
10 In these cases, the home team is assessed a scheduling forfeit with no game
11 points earned. Furthermore, once the SFL has made a determination that a game
12 cannot be rescheduled, this decision is considered final and the SFL will not
13 make any more attempts to reschedule the game even if additional game slots are
14 provided by a club at a later date.
- 15
16 • If either team declines to play on the date established by the SFL for a game
17 rescheduled using the SFL Process for Rescheduling Unscheduled Games, then
18 that team will be assessed a forfeit.
- 19
20 • If the SFL schedules a game in a time slot provided by the club and the club later
21 decides that it cannot support that game, e.g., referees are not available, field slot
22 is needed for another game, etc., the home team will be assessed a scheduling
23 forfeit.

24
25 **Question:** Does the SFL assess scheduling forfeits for any other reasons?

26
27 **Response:** Yes, the SFL reviews the list of Scheduled Games Not Played on Wednesday or
28 Thursday during the season. This process can result in games being identified as a
29 “game is cancelled without properly notifying the SFL”. As noted elsewhere in this
30 document, the SFL will (1) make no attempts to reschedule the game, (2) assess both
31 teams scheduling forfeit, and (3) award any game points to either team.

32
33 **Question:** Once the SFL declares a scheduling forfeit, can the teams make other arrangements
34 to play the game and, if yes, will the scheduling forfeit be removed?

35
36 **Response:** Yes. The teams are free to arrange alternate times, e.g., weekdays, to make up
37 forfeited games caused by scheduling problems. However, the forfeits will stand
38 until a game score is reported.

39
40 **Question:** The SFL assessed a scheduling forfeit and both teams then agreed to reschedule the
41 game. However, at the last minute the other team backed out. Can I request a forfeit
42 for this game?

1 **Response:** No, after a forfeit has been assessed, the SFL may not be requested to make a
2 decision on whether either team has made a good faith effort to reschedule the
3 forfeited game.

4
5 **Question:** Are Emails sent out when the SFL assesses forfeits?

6
7 **Response:** Emails are generally not sent when the SFL awards forfeits.