

1 Suburban Friendship League

2  
3 **Procedures and Processes –**  
4 **Rescheduling Regular Season Games**  
5 (Effective July 10, 2011 )  
6

7 **OVERVIEW**

8  
9 The SFL has four types of games that can end up in rescheduling actions – game field changes  
10 made by the clubs after the schedules are published by the SFL, games initially scheduled by the  
11 SFL or rescheduled by the teams, scheduled games not played, and unscheduled games. The  
12 process and procedures used in rescheduling games for each type is discussed below.  
13

14 **GAME FIELD CHANGES MADE BY CLUBS**

15  
16 Sometimes clubs are required to change game fields after the schedules have been published.  
17 Generally, these should be caused by (1) reasons beyond a club’s control such as the club being  
18 notified after the season field permit has been received that a field is no longer available or (2) a  
19 club desiring to move the game to an “all weather” field to ensure the game can be played in case  
20 of rain. These changes can be made without the home team being assessed a scheduling forfeit  
21 when the following conditions are met:  
22

- 23 • The reason for the change is not to support refereeing scheduling issues that should  
24 have been addressed when the schedules were initially drafted. For example, during  
25 the development of the original schedules, games are scheduled on Field 1 at 9:00  
26 AM and 1:00 PM at the club’s request. Once the schedule is posted the club decides  
27 that they would like to move these games together for referee scheduling purposes.  
28
- 29 • The SFL is notified as soon as the club is notified of the change but no later than 6:00  
30 PM on Thursday preceding the game date. For example, the club is notified on May  
31 1, that a game scheduled for June 1 needs to be changed, then the SFL should be  
32 notified on May 1. On the other hand, if the club is notified on Thursday, May 1 that  
33 a game scheduled for Saturday, May 3 needs to be changed, then the SFL must be  
34 notified on May 1 by 6:00 PM or the home team is assessed a scheduling forfeit as  
35 discussed below.  
36

37 When games are rescheduled under these conditions, the SFL Club Representative must take  
38 reasonable actions to ensure that the opposing team is notified of the change. Examples of  
39 reasonable actions include (1) the SFL Club Representative attempting to contact the opposing  
40 coach (or the opposing coach’s SFL Club Representative) directly and (2) requiring their coach  
41 to attempt to contact the opposing coach (or the opposing coach’s SFL Club Representative) and  
42 reporting back to the SFL Club Representative on the results of the actions taken. Examples of  
43 unreasonable actions include (1) the SFL Club Representative simply asking the coach to contact  
44 the other team and expecting that the appropriate contact will be made and (2) expecting the

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

3  
4 In addition, when these changes are made, the game times should generally remain the same. It  
5 is understood that sometimes when the games are moved, these games must be fit into the  
6 available slots. However, when the games are simply moved from Field 1 to Field 2, the same  
7 game times should be used. Furthermore, the game day should normally remain the same. If it  
8 does not, then the change may not result in the visiting team having 2 games on the same day  
9 unless the visiting team agrees in advance.

10  
11 When notifying the SFL of a rescheduled game, the Email should state that the applicable  
12 requirements discussed above have been met, e.g., teams have been notified, both teams have  
13 agreed to the change were applicable, etc. In addition, the change should be provided on the  
14 spread sheet form provided by the SFL for this purpose and

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

## 21 22 **GAMES INITIALLY SCHEDULED BY THE SFL OR RESCHEDULED BY THE** 23 **TEAMS**

24  
25 Teams may reschedule any game originally scheduled by the SFL or rescheduled by the team as  
26 long as (1) both teams agree to reschedule the game, (2) the change is made prior to 6:00 PM on  
27 the Wednesday preceding the current scheduled date, (3) the home team's club is properly  
28 notified of the change in accordance with that club's guidelines, and (4) the SFL is notified by  
29 Email that the game will not be played prior to 6:00 PM on the Thursday preceding the  
30 scheduled game date.

- 31
- 32 • If a revised game date is not provided to the SFL by Thursday at 6:00 PM, then the  
33 game will be shown as unscheduled and rescheduled using the process discussed in  
34 the **Unscheduled Games** section below.
  - 35  
36 • If the SFL is not notified by 6:00 PM on the Thursday prior to the scheduled game  
37 date of the cancellation, then the SFL will not make any attempt to reschedule the  
38 game, both teams will be assessed a forfeit, and no game points will be awarded to  
39 either team. However, the teams are free to arrange alternate times, e.g., weekdays,  
40 to make up forfeited games caused by scheduling problems. However, the forfeits  
41 will stand until a game score is reported.
- 42

43 Coaches should resolve any scheduling conflicts early in the season and should not wait until  
44 Wednesday preceding the weekend's schedules. Many clubs have assigned referees and fields

1 weeks in advance of a given game. Accordingly, a late change in schedule may cause clubs to  
2 lose scheduled referees for other games on that date. Coaches are reminded that SFL uses a play  
3 down rule to account for days when all your players may not be available and are strongly  
4 encouraged to keep your scheduled play date without changes.

5  
6 The following are examples of these procedures and processes.

- 7
- 8 • Team A realizes at the start of the season in March that a game scheduled on May 15  
9 with Team B cannot be played as scheduled because of a conflict with a school event.  
10 Team A contacts Team B and they agree to play the game on May 16. Team A  
11 notifies the SFL of the change and the SFL makes the change. Since the teams  
12 arranged this rescheduled game, it may be rescheduled again by the teams at a later  
13 date.
  - 14  
15 • Team A realizes at the start of the season in March that a game scheduled on May 15  
16 with Team B cannot be played as scheduled because of a conflict with a school event.  
17 Team A contacts Team B (who agrees to postpone the game), their club, and the SFL  
18 and notify them that the game cannot be played. However, Team A and Team B  
19 cannot agree on an alternate game date before 6:00 PM on the Thursday of the second  
20 regular season game week. Therefore, the game is shown as a **unscheduled game** and  
21 handled in accordance with the process described in the **Unscheduled Games**  
22 section.
  - 23  
24 • Team A realizes on the Tuesday (April 26) preceding a Saturday May 1 game with  
25 Team B that the game cannot be played as scheduled because of a conflict with a  
26 school event. Team A contacts Team B (who agrees to postpone the game), their  
27 club, and the SFL and notify each party that the game cannot be played as scheduled.  
28 However, Team A and Team B cannot agree on a alternate game date before 6:00 PM  
29 on Thursday (April 28). Therefore, the game is shown as an **unscheduled game** and  
30 handled in accordance with the process described in the **Unscheduled Games**  
31 section.
  - 32  
33 • Team A notifies Team B on the Tuesday night before their scheduled game on  
34 Saturday, May 1 that they do not want to play their regularly scheduled game on May  
35 1. Team B agrees to postpone the game and the home team's club is notified of the  
36 change. However, the SFL was not notified of the change until May 1. Since the  
37 SFL was not notified of the change in a timely manner (by 6:00 PM on the Thursday  
38 preceding the game date) the SFL will not make any attempt to reschedule the game,  
39 both teams will be assessed a forfeit, and no game points will be awarded to either  
40 team. Team A and Team B are free to attempt to reschedule the game on their own.  
41 However, the forfeit will stand until a game score is reported.
- 42  
43  
44

1 **SCHEDULED GAMES NOT PLAYED**

2  
3 As discussed in the rules, teams have until 6:00 PM on the Monday following a game to report a  
4 game score. Until a score is reported for a game whose scheduled date has passed, the game is  
5 considered as a Scheduled Game Not Played. The SFL Club Representatives are responsible for  
6 notifying the SFL of all games cancelled on their home fields because of weather. If this  
7 notification, which must include the game reference numbers, is received by 6:00 PM on the  
8 Monday following a scheduled game date, then the game will be shown as unscheduled and  
9 rescheduled using the process discussed in the **Unscheduled Games** section below. Teams are  
10 free to reschedule any games cancelled because of weather or similar conditions as long as the  
11 rescheduling process is completed by the next Thursday night and both teams agree to the  
12 revised game date.

13  
14 Events that are unpredictable and outside of the club’s control may also be treated as weather  
15 cancellations, e.g., national emergencies. However, events that are predictable, e.g., proms,  
16 school homecomings, PSAT tests, and SAT tests, will not be treated as weather cancellations  
17 since they should be handled using the procedures outlined in the **Games Initially Scheduled by**  
18 **the SFL or Rescheduled by the Teams** section above. The appropriate SFL Age Group  
19 Commissioner shall make a final determination if a cancellation request should be treated as a  
20 weather cancellation. If the club does not properly notify the SFL weather cancellations, then  
21 the games will be added to the Scheduled Games Not Played list and processed as discussed  
22 below.

23  
24 The following process is used to reschedule these types of games. The SFL will review the list  
25 of Scheduled Games Not Played on Wednesday or Thursday during the season. All games  
26 appearing on this list that have a scheduled game date earlier than the preceding Monday, will be  
27 considered as games that were cancelled by the teams without notifying the SFL and be handled  
28 in accordance with the process discussed in the **Games Initially Scheduled by the SFL or**  
29 **Rescheduled by the Teams** section above. In other words, the SFL will not make any attempts  
30 to reschedule the game, both teams will be assessed a forfeit, and no game points will be earned  
31 by either team. The following are examples of this process.

- 32
- 33 • Team A and Team B play a game on Saturday, May 1 but neither team reports the  
34 score by Wednesday, May 5. Therefore, the SFL considered that the game was  
35 cancelled by the teams without notifying the SFL. Accordingly, the SFL did not  
36 make any attempts to reschedule the game and assessed both teams a forfeit. After  
37 reviewing the web site and seeing that the game was considered to be a forfeit, Team  
38 A reports the game score. The SFL would then post the game score, remove the  
39 forfeits, and assess each team a penalty for reporting a game score late.
  - 40  
41 • All games for the weekend of May 1 are rained out and all clubs but Club A notifies  
42 the SFL of the weather cancellations by 6:00 PM on the Monday, May 3. Club A had  
43 5 games scheduled on its field for the weekend of May 1 and the coaches for 2 of  
44 these games notified the SFL prior to 6:00 PM on Monday, May 3 that their games

1 had been cancelled because of weather related reasons. Since the SFL had not been  
2 notified that the other 3 games were cancelled for weather related reasons on Club  
3 A's field, on Wednesday, May 5, the SFL considered that the 3 games were cancelled  
4 by the teams without notifying the SFL. Accordingly, the SFL will not make any  
5 attempts to reschedule the game and assessed all teams a forfeit. After reviewing the  
6 web site and seeing that the 3 games were considered to be forfeits, Team A and  
7 Team B arrange a new game and report the game score. However, the other 4 teams  
8 cannot agree on a game date to make up these 2 games. The SFL will post the game  
9 score of the game that was made up and remove the forfeits. The SFL will not make  
10 any attempts to reschedule the remaining 2 games since the SFL had not been notified  
11 in a timely manner of the game cancellations. Therefore, the game results for the  
12 remaining 2 games would show that both teams had forfeited each game.

### 13 14 **UNSCHEDULED GAMES**

15  
16 Two types of unscheduled games may occur – unscheduled games where both teams are  
17 affiliated with the same club and unscheduled games where the teams are from different clubs.  
18 The following procedures will apply to these two types of games. When both teams are  
19 affiliated with the same club, the SFL Club Representative for that club is responsible for  
20 ensuring that the game is rescheduled. The SFL will not take an active role in rescheduling these  
21 games.

22  
23 When the teams are affiliated with different clubs, the SFL will review the list of games that are  
24 shown as unscheduled weekly, i.e., the game date is unknown, and automatically reschedule  
25 those games, except under the following conditions:

- 26  
27 • The SFL will leave all games shown as unscheduled after the first game week of the  
28 season as unscheduled until after the start of the second game week to allow the  
29 teams and clubs additional time to reschedule the games. If these games remain  
30 unscheduled after the second regular season game week has started, then they will be  
31 rescheduled using the process described below.
- 32  
33 • The SFL will not attempt to reschedule any games shown as unscheduled after the  
34 tournament scheduling process has begun.
- 35  
36 • Either SFL Club Representative requests a one week delay in automatically  
37 rescheduling a game because they believe that the delay would facilitate the teams  
38 rescheduling the game on their own. Coaches may not request a delay in  
39 automatically rescheduling a game.

### 40 41 **Process for Automatically Rescheduling Games**

42  
43 When a game is subject to the automatic rescheduling process, the SFL will review the list of  
44 unscheduled games on Wednesday or Thursday and schedule the games by Saturday where

1 possible. The games will be rescheduled to be played on the first available Sunday after the  
2 current week on the home team's field if a field slot is available.<sup>1</sup> If the home team does not  
3 have an available field slot, then the SFL will make no attempt to reschedule the game and the  
4 home team will be assessed a scheduling forfeit. Once the SFL has made a determination that a  
5 game cannot be rescheduled, this decision is considered final and the SFL will not make any  
6 more attempts to reschedule the game even if additional game slots are provided by a club at a  
7 later date. However, as noted below, if the teams are able to reschedule this game and, if played,  
8 the forfeits will be removed. After a forfeit has been assessed, the SFL may not be requested to  
9 make a decision on whether either team has made a good faith effort to reschedule the forfeited  
10 game.

11  
12 **Note:** The following priority will be used in rescheduling games when adequate field  
13 slots are not available. The oldest age group that can use the field will be  
14 assigned the field first. For example, if the field can support teams in the Under  
15 14 age group or below, then only teams having an unscheduled game that meets  
16 the criteria for the Under 14 age group (or lower) will be scheduled on that field.  
17 On the other hand, if the field can handle all age groups, then the Under 19s  
18 having unscheduled games will be scheduled first. If two or more games within  
19 an age group need the same game slot, the SFL Administrator shall determine the  
20 optimum schedule, e.g., move one game to another field slot. If an optimum  
21 schedule cannot be determined, the SFL Administrator shall flip a coin to  
22 determine which game will get rescheduled.

23  
24 Automatic forfeits are also assessed under the following conditions:

- 25  
26
- 27 • If either team declines to play on the date established by the SFL for a rescheduled  
28 game, then that team will be assessed a forfeit. However, as noted below, the teams  
29 are able to reschedule this game and, if played, the forfeit will be removed.
  - 30 • If the SFL schedules a game in a time slot provided by the club and the club later  
31 decides that it cannot support that game, e.g., referees are not available, field slot is  
32 needed for another game, etc., the home team will be assessed a forfeit. However, as  
33 noted below, the teams are able to reschedule this game and, if played, the forfeit will  
34 be removed.
- 35

36 Emails are not sent when automatic forfeits are awarded.

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

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<sup>1</sup> Acceptable Sunday game times for game slots provided to the SFL to support the automatic game rescheduling process are 10:30 AM or later with 12:30 PM or later preferred. Sunday game times for teams that normally play their home games on Sunday are 12:30 PM or later.

1 forfeit has been assessed, the SFL may not be requested to make a decision on whether either  
2 team has made a good faith effort to reschedule the forfeited game.

3  
4 Although teams and clubs are not allowed to ask for changes to a game rescheduled by the SFL,  
5 clubs may make minor changes to the games rescheduled by the SFL. For example, the club  
6 may need to move a game from one field in a field complex to another field in the same field  
7 complex to support referee assignments. However, clubs are not allowed to change the game  
8 dates. The SFL Age Group Commissioner will make a final determination on whether a game  
9 change is considered minor. The process discussed in the section **Game Field Changes Made**  
10 **By Clubs** discussed above governs these changes.

### 11 12 **Notification Process for Games Automatically Rescheduled**

13  
14 Notification of automatically rescheduled games will be done by (1) updating the web site with  
15 the change and (2) attempting to send a standard Email notification that a game schedule change  
16 has taken place and that the individuals should check the web site for the revised schedule. The  
17 following is the standard Email distribution list:

- 18
- 19 • SFL Club Representatives for each team
- 20
- 21 • Field and Referee Coordinators for club hosting the game
- 22
- 23 • Coaches of the two teams if Email addresses are available
- 24
- 25 • Appropriate SFL Age Group Commissioner
- 26
- 27 • SFL Commissioner
- 28

29 Although the SFL will attempt to Email the notification of the change, it is the responsibility of  
30 each coach and the club officials to monitor the web site for game schedule changes. The SFL is  
31 not responsible for forwarding any returned Emails to the appropriate SFL Club Representative.

32  
33 In addition to updating the standard team schedule pages, the SFL will also update field loading  
34 pages that are available to the SFL Club Representatives, Field Coordinators, and Referee  
35 Coordinators from the web site. Instructions on how to obtain these schedules will be made  
36 available to these individuals at the start of a season.