Claremore Soccer Club - Spring/Fall 2015

Cancellation / Reschedule Procedure

The cutoff is 72 hours prior to your game time. Saturday 10:30am kickoff means Wednesday 10:30am is your cutoff for notification. This is in the club bylaws.

Cancellation Only

1. Contact opposing coach and request cancellation.

Both coaches must agree to cancel.

2. Coach requesting cancellation sends email to assignor.

In open/traveling leagues the Claremore coach sends the email.

3. Assignor will respond with a confirmation of receipt.

Cancellation with Reschedule request

1. Contact opposing coach and request cancellation.

Both coaches must agree on the cancellation.

2. If time permits before 72 hour cut off, agree on 3 (three) dates and times to play the game.

3. Coach requesting the cancellation sends email to assignor.

In open/traveling leagues the Claremore coach sends the email.

4. Assignor will acknowledge the receipt of the email.

Note: Confirmation of new date and time may not be immediate.

Reschedule request from previous cancellation.

1. Contact opposing coach and request reschedule dates.

Both coaches must agree on the dates and times.

2. Coach requesting the reschedule sends email to assignor 72 hours before requested date/time.

In open/traveling leagues the Claremore coach sends the email.

3. Assignor will reschedule and confirm the accepted date.

Note: Confirmation of new date and time may not be immediate.

EMAIL FORMAT:

To: [crockett.jeremy@gmail.com](mailto:crockett.jeremy@gmail.com) and CC the opposing coach.

Subject line must follow one of the below. This is critical for email searches and sorting.

1. Cancel - Saturday 3/7 - 10am - Rec U14 girls - Game 5410 2. Cancel/Reschedule - Saturday 3/7 - 10am - Rec U14 girls - Game 5410 3. Reschedule - Rec U14 girls - Game 5410

Body of email for straight cancel.

Eg. Please cancel the game between the U14 girls Pink Panthers vs Skiatook Daisy Pickers on 4/1 at 2pm.

Reason:

Eg. The <team name> cannot play due to sick kids and not enough players to play the game.

Body of email for straight reschedule. (dates should be in order of preference) Please reschedule the game between U14 girls Pink Panthers vs Skiatook Daisy Pickers.

The last scheduled date and time was 3/7 at 10am on field 11.

We have agreed on the following dates and time.

1. March 14th at 2pm

2. March 18th at 7pm

3. March 20th at 7pm

Body of email for combined cancel and reschedule.

Include information from straight cancel and then add the straight reschedule information.

Failure to provide notice in the format above may result in the rejection of your request due to lack of or too much information.

Please do not forward multiple email chains between coaches.

Do not use an old email to start a new request.

Policies

1. All cancellations must be received 72 hours before the game is scheduled to avoid paying referee fees.

2. Coach requesting a late notice cancel is required to pay the referee fees prior to the game being rescheduled. Please let traveling away teams know of this.

3. Game reschedules must allow at least 72 hours for scheduler to be able to assign referees.

Note:

I will not take phone calls or text for cancellations/reschedules. If a phone call is made, an email will need to follow within the cancelation time period.

Game Times:

SATURDAY

U8 ¡V U12

9:00am, 10:30am, 12:00pm, 2:00pm, and 4:00pm, in order of request

U14 ¡V U19

10:00am, 12:00pm, 2:00pm, and 4:00pm, in order of request

SUNDAY

All Ages

1:00pm, 3:00pm, and 5:00pm, in order of request

WEEKNIGHTS\*

All Ages

5:30pm ¡V 6:30pm, in order of request

(\* Tuesday and Thursday nights the Claremore Adult League have field 15 & 17. This means only one U10 and U12 game on those n ights)