

REC Game Rescheduling and Cancellation Procedures

Regular season game schedules for U4 thru U10 will be posted on the IAFC website approximately 2 weeks prior to the first games. Schedules for U12 thru U19 will be posted on the GSSA state website approximately 1 week prior to the first game

Game Rescheduling Procedures

U12 and up Game Rescheduling Procedure

- All game reschedules must be confirmed in e-mail and with a five day advance confirmation to assure referees can be scheduled
- To reschedule **away** games, contact the opposing team
- To reschedule regular season **home** games for U12 and up:
 - Contact the Inter scheduler (jhrrmnn@mindspring.com) and see what fields and times match the rescheduling need. Field availability is VERY limited, especially during the fall.
 - Contact the opposing team and confirm a field and time based on Inter availability.
 - Confirm date, field and time selection with the Inter scheduler. Game changes are only considered confirmed when you receive written verification from the scheduler with the wording “**official game change notice.**”
 - Confirm date, field and time with GYSA age group coordinator – this information can be found on the GA soccer site (<http://www.georgiasoccer.org/programs/age-group-coordinators.aspx>). SEE LAST PAGE FOR SUGGESTED EMAIL TEMPLATE.

U10 and under Game Rescheduling Procedure

- Field space is very limited. The preferred method of rescheduling any U10 and under rec game is to hold the game as a “scrimmage” without refs during one of the team’s practice times.
- Teams that practice at Howard Field are to use Friday as the designated game make-up time for all missed games. If Friday can’t be used for either team, refer to above bullet point.
- Contact the rec administrator (amy.iafcblues@gmail.com), our Inter scheduler (jhrrmnn@mindspring.com), and the opposing team for other suggestions if these options will not work and to confirm new game time and location.
- All coach contacts can be found on IAFC’s website: Programs/Recreational Programs/Recreational Practice Schedules

Game Cancellation Procedure

- Game cancellation procedure for home games is as follows:
 - U4 and U6: Contact the rec administrator (aysarecsoccer@gmail.com) and the Inter scheduler (jhrrmnn@mindspring.com) with the team name, date, time and location of the game to be canceled – regardless of whether the game will or will not be rescheduled.
 - U7/8 and up: Contact the Inter scheduler (jhrrmnn@mindspring.com) with the team name, date, time and location of the game to be canceled – regardless of whether the game will or will not be rescheduled.
 - Please be sure to give at least three days notice, so proper arrangements can be made.
- This notification is vital to maintain the integrity of our field schedules and to advise referees of

any changes in game status. It is very important that all game cancellations be reported – even if they occur just prior to game time!!

Academy and Select Game Scheduling / Rescheduling Process

- Academy schedules (U10 thru U12) will be posted on the Inter website approximately 2 weeks prior to the first game. Schedules will also be available through the Academy Director and Academy Team Managers.
- Select schedules (U13 thru U19) will be posted on the GSSA website approximately 1 week prior to the first game. Schedules may be available earlier through the team manager.
- Please check your game schedule frequently to see if any changes have been made. This is especially important early in the season if your schedule is posted on the GSSA system as changes are made quite often until the schedules are “locked” by the state. The system is typically not locked until a few days before the first game and up until that time, field schedulers can (and will) make changes without notification to the teams! Once the system is locked all changes must go through an official rescheduling process that involves notification to both teams.

Rescheduling SELECT regular season home games:

All game reschedules must be confirmed in e-mail and a five day advance confirmation is needed to assure referees can be scheduled. To reschedule regular season **home** select games:

- Contact the opposing team and see what possible dates and times are available for a reschedule.
- Contact the Inter scheduler at (jhrrmnn@mindspring.com) and see what fields and times match the rescheduling need.
- Contact the opposing team and confirm a field and time based on Inter availability
- Confirm date, field and time selection with the Inter scheduler.
- Game changes are only considered confirmed when you receive written verification from the scheduler with the wording “official game change notice.”
- Confirm date, field and time with GSSA age group coordinator - this information can be found on the GA soccer site (<http://www.georgiasoccer.org/programs/age-group-coordinators.aspx>) so that they can update the GSSA schedule. SEE LAST PAGE FOR SUGGESTED EMAIL TEMPLATE.

To reschedule **away** games, contact the opposing team. Game cancellation procedure for home games is as follows:

- Contact the Inter scheduler at (jhrrmnn@mindspring.com) with the team name, age group, date, time and location of the game to be canceled – regardless of whether the game will or will not be rescheduled. This notification is vital to maintain the integrity of our field schedules and to advise referees of any changes in game status. It is very important that all game cancellations be reported – even if they occur just prior to game time!

ACADEMY RESCHEDULING IS HANDLED BY THE DIRECTOR OF ACADEMY

Suggested Email Template for Confirming GAME CHANGE with GA Soccer Age Group Coordinator (U12 and up REC and SELECT)

Dear U13 Age Group Coordinator:

Please see below for a game change. All persons involved have agreed to the change and are cc'd on this email. I will forward you the confirming email.

Thanks in advance for your help in changing the game. If I need to provide any additional information, please let me know.

Division: CL II
Game Number: 12000
Teams: Inter Atlanta FC 00 Blue v. Chiefs Premier 00
Original Game Date: May 5, 2013
Original Time: 1:00 PM
New Game Date: May 10, 2013 (Friday)
New Time: 7:00 PM
Field Location if available: Arizona Avenue

12000	Arizona Avenue	01:00 PM	1	A7 vs A12	Inter Atlanta FC 00 Blue - CL II		vs.	Chiefs Premier 00 - CL II
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