

IEYSA United and WESC League Game Schedule & Reschedule Procedure

The IEYSA United scheduler only does the schedules and reschedules for **HOME GAMES** for the IEYSA United Cascade FC, Evergreen FC, Storm FC, Scotties SC and Washington East SC. Once pairings are provided from the league, teams have two weeks to review and begin working on any reschedules. The IEYSA scheduler will input times and locations for all **HOME** games. If you must reschedule a **HOME** game, please use the following guidelines.

- 1) **If you are looking at your schedule and you know for a fact that a home game date will not work, please send an email to ieysascheduler@gmail.com letting them know that you are working on rescheduling the game. Please begin the reschedule process now - DO NOT WAIT till a week or two before the originally posted date to start!!**
- 2) Contact the opposing team Coach / Manager and make them aware of the reschedule request as soon as possible. Make suggestions to the opposing team of dates you would like to reschedule the game. Once a date has been agreed upon, forward the email with opposing teams agreement to the changes (**not the entire chain of communication**) with the following information to the IEYSA scheduler at ieysascheduler@gmail.com
 - a. Suggested date
 - b. Team division include gender
 - c. Game ID number for the game you would like to change
 - d. Opposing team name**NOTE: No changes can be made without approval from opposing team.**
- 3) IEYSA scheduler will determine if there is field available for the requested change. Fields for full size games are scheduled on the even hours (8a, 10a, 12p, 2p, 4p etc.). Please remember this when rescheduling games.
- 4) If acceptable, the IEYSA scheduler will give approved correspondence back to the team manager and update the PSPL schedule.
- 5) If there is no home field available, then an alternative location will be suggested, or another date of availability will be provided.
- 6) **Please allow for 24-48 hours correspondence from the IEYSA scheduler.** Some requests require more time to determine field availability.

Each season an email will be sent with a deadline of reschedules to be completed. After that deadline date, the reschedule fee will be \$50.

Reschedule requests received less than 7 business days prior to the game being played will be assessed a \$50 late change fee, the field fee and any additional referee's fee's totaling up to \$300.

A fine of \$50 may be assessed for any games that are rescheduled more than once. For example, the original game was rescheduled with a new agreed to date & time and the game changes were posted to the PSPL site and referees association. Now the teams need to look at rescheduling the already rescheduled game for the second or third time.

NOTE: Any reschedules for **AWAY** games need to be coordinated with the **AWAY** team manager / coach. The only correspondence the IEYSA scheduler needs to be CC'd on is when the **AWAY** game is becoming a **HOME** game.

*****Weekday games are strongly discouraged due to limited field and referee availability****

If you have an emergent issue, please contact Danae Heuett at (509) 638-2009 or ieyasoccer@gmail.com