

Coaches,

The scheduling of games for a typical soccer season requires a lot of work. We have to balance field availability, referee availability and black-out requests among other issues to get a schedule in place at the beginning of the season. Please take the time to look at your personal schedule (proms, weddings, school events, etc.) along with your game schedule and inform the Scheduler before the season starts to get those conflicts out of the way.

Once the season starts, we then have to deal with rescheduling due to weather (rain-outs), lack of players on one team or the other, and referee availability. The rescheduling work becomes very time consuming so we would ask you all to do whatever you can to minimize rescheduling. Please do not reschedule for the benefit of one or two people. It's not fair when we inconvenience 16 to 35 other families who have planned to be there on the originally scheduled date just for the benefit of one or two people.

Reasons to avoid rescheduling:

- Your good player(s) are out sick. If you have enough to start the game, you must play. Work with the Ref and opposing coach to lower the number of players on the field to game minimum to aid in rotating what players you may have.
- Coach can't make it. Find someone to fill in for you. A team manager or parent will do. Also, it is important to note rescheduling during the week will interfere with the practice schedules of other teams. Please be considerate of those other teams and get their approval before interfering with their practice schedule.

## RESCHEDULING A GAME

Follow the procedures listed below to ensure the reschedule is recorded and assigned properly. **Communication with the opposing team, field assignor, referee assignor and AGC must be completed 7 days prior to original game day.**

1. First communicate with the opposing coach to let them know you need to reschedule. If you don't have a good reason for rescheduling and the opposing coach does not agree to reschedule, you have to stick to the original schedule. Probably a forfeit.
  - a. A copy of this correspondence is required in the email to your Field Assignor(s) and the AGC. Use the following email format
    - i. **Subject:** RESCHEDULE REQUEST, GAME # 575045 MOBA 08 BOYS V GA STORM 08B  
**Body:** Dear [Coach Name],  
I am writing to request rescheduling Game # 575045 MOBA 08 Boys v Ga Storm 08B with the requested date(s) and time(s) (the more information the better to expedite the process and negotiations)

2. Contact your Field Assignor (Niki Garland and Chris Garland) for available field date/time. Date MUST be approved before contacting the AGC.
  - a. Forward the original email correspondence with the opposing team and any other information you may have in order to expedite the field availability process.
3. Once field availability is confirmed, contact your Referee Assignor (Don Bohensky) to verify that referees are available. This can be done in a single email. Include game number, team names, date & time for original and proposed reschedule.
4. Once you, the opposing coach, Field Assignor, Referee Assignor have all agreed on a time/date, the next step is to contact your Age Group Coordinator (AGC) for ages U10 through U19.
5. Send an email with the opposing coach, and field assignor copied to your AGC with all the necessary information that would avoid a lot of back and forth with questions.
  - a. Example email to your Age Group Coordinator (AGC):

**Subject:** RESCHEDULE REQUEST, GAME # 575045 MOBA 08 BOYS V GA STORM 08B

**Body:** Dear [AGC Name],

I am writing and in concurrence with the opposing coach copied here to request rescheduling Game # 575045 MOBA 08 Boys v Ga Storm 08B from August 27 at 2:00PM to Sept. 11 and 4:00PM.

6. Once this is done, your AGC will make the schedule change in the Affinity system as an OFFICIAL CHANGE. Forward this confirmation to the field assignor and referee assignor for confirmation in our system.
7. If the official change is not made, you will have issues with field assignment, referee assignments, and will probably end with a forfeit for the original game date.

#### **Referee Official Contacts:**

- Referee Assignor: Don Bohensky [donbohensky@pikesoccer.org](mailto:donbohensky@pikesoccer.org)

#### **AGE GROUP COORDINATORS:**

- For U-6 and U-8 (in-house) - Chris Garland [christopher.garland25@gmail.com](mailto:christopher.garland25@gmail.com) or Niki Garland [registrar@pikesoccer.org](mailto:registrar@pikesoccer.org)
- For U-10 & U-12 - Sandip Patel: [afcgriffin@gmail.com](mailto:afcgriffin@gmail.com)
- For all age groups above U-12 use the link below to identify and email your Age Group Coordinator: [Age Group Coordinators | Georgia \(georgiasoccer.org\)](http://georgiasoccer.org)

