



Guidelines For Scheduling & Re-Scheduling BPYSL Soccer Matches

Objective: To provide guidelines under which teams, their administrative management and coaches prepare the BPYSL schedule that best accommodates each individual team. At a pre-determined "Scheduling Meeting" and in conjunction with other teams an individual designated by each team will prepare a schedule with knowledge of all potential conflicts such as ODP, MRL, tournament schedule, spring break, State Cup, Presidents Cup, standard school events (proms, ACT/SAT dates, etc.) and any other event that could affect the team fielding a team.

Also, provided as part of this document are guidelines as to how and under what circumstances a scheduled BPYSL match may be re-scheduled.

In-Season Reschedule Procedure:

- Teams must mutually agree the reschedule is necessary and find dates that are mutually agreeable.
- **Notification of the Need to Reschedule:** This must be requested via phone call to the office, followed by a confirming email and then the game change request submission. The game change request form can be found via our website www.buckeyepremier.com
- **Per 13.5 in BPYSL Policies:**

13.5 If any team fails to play a match including canceling a game within 3 business days of the scheduled kick off and doing so without the advance permission of the league, that team may be fined \$200.00. The purpose of this fine is to encourage all teams to play the matches that they agreed to play. Additional fees to reimburse the league for referee's fees and other league costs may also be assessed.
- The team initiating the change should call the BPYSL Manager to see if a field is available on one of the mutually agreed dates.
- Team initiating the change should fill out the online game change request with pertinent information. The game number is necessary. Once game number is entered the form will appear and be auto-filled with most of the pertinent information. (See Image 1)

PLEASE NOTE:

- 1) BOTH TEAMS MUST AGREE TO THE CHANGE.
- 2) Due to limited field space, COACH UNAVAILABILITY is **NOT** an adequate reason to change the game schedule, regardless of how the teams feel.
- 3) Teams **cannot decide to cancel a game due to weather or field conditions**. It is up to facilities to close fields or referees to determine fields and/or weather is dangerous. If teams and referees are at a scheduled game and the game is called due to weather or field conditions, the referees must be paid by each team.
- 4) Please refer to game/match fee policies as these will be strictly enforced. BPYSL Policies 5.2.4, 13.4 and 13.6

Image 1

Game Number:	<i>Will Autofill</i>
Age/Gender:	<i>Will Autofill</i>
Division:	<i>Will Autofill</i>
Original Game Date & Time:	<i>Will Autofill</i>
Original Field:	<i>Will Autofill</i>
Home Team:	<i>Will Autofill</i>
Home Team Contact Name:	<i>Will Autofill</i>
Home Team Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Home Team Email:	<i>Will Autofill</i>
Visiting Team:	<i>Will Autofill</i>
Visiting Team Contact Name:	<i>Will Autofill</i>
Visiting Team Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Visiting Team Email:	<i>Will Autofill</i>
Person Requesting Game Change - Name:	* = You complete <input type="text"/>
Phone Number:	* <input type="text"/> - <input type="text"/> - <input type="text"/>
Email Address:	* <input type="text"/>
Person that Approved from Opponent - Name:	* <input type="text"/>
Phone Number:	* <input type="text"/> - <input type="text"/> - <input type="text"/>
Email Address:	* <input type="text"/>
Reason for Game Reschedule:	* <input type="text"/>
1st Choice Date for Reschedule:	* <input type="text"/> / <input type="text"/> / <input type="text"/>
1st Choice Time for Reschedule:	* <input type="text"/> : <input type="text"/> <input type="radio"/> am <input type="radio"/> pm
1st Choice Field (Complete Name) for Reschedule:	* <input type="text"/> - <input type="text"/>
2nd Choice Date for Reschedule:	* <input type="text"/> / <input type="text"/> / <input type="text"/>
2nd Choice Time for Reschedule:	* <input type="text"/> : <input type="text"/> <input type="radio"/> am <input type="radio"/> pm
2nd Choice Field (Complete Name) for Reschedule:	* <input type="text"/> - <input type="text"/>

If your game reschedule request is approved, you will be notified by email, as will the team contacts listed above for the home and visiting teams.

(Press the Submit Button Just Once)

As stated above, you must notify the office via telephone call, follow up confirmation email and game change request submission within the timeline stated above. If you are unsure you are able to reschedule a game due to the reason, you should discuss upon your initial call to our office.

Valid Reasons for Game Changes:

- 1) League scheduling error.
- 2) Game cancellation due to weather or field conditions.
 - a. This can be done by the league or referee only, teams cannot decide they are not playing due to weather.
- 3) Catastrophic event within a team.
- 4) State Cup or Presidents Cup qualifier conflict.
- 5) Meeting the team at a tournament and decide to use tournament game as a BPYSL match.

Reasons that are Unacceptable to Re-Schedule:

- 1) Coaches, team administrator or management arbitrarily agree to reschedule.
- 2) Mutual agreement between coaches and referees to reschedule at the field prior to kick off time.
- 3) Injuries to key rostered players. Teams should have enough players on their rosters to meet minimum number of players and can/should use CLUB guest players.
- 4) Coach conflict. Teams must have two carded coaches. An assistant coach or DOC can stand in for head coach in order to get the match played as scheduled.
- 5) Team conflicts in other leagues. BPYSL encourages teams to participate in leagues other than BPYSL. (example: MRL, CUSL, MOSSL, MVYSL) However, because BPYSL schedules are prepared so far in advance, this conflict should not occur.

Forfeit Guidelines:

- 1) NO SHOW. Please see game/match fee policies as these will be strictly enforced. BPYSL Policies 5.2.4, 13.4, 13.5 and 13.6
- 2) Team not being able and/or willing to play a previously scheduled match

PLEASE NOTE: BPYSL is required to report all forfeits to Ohio South Youth Soccer Association. OSYSA has the right to declare a team ineligible for State or Presidents Cup play in the subsequent year. Additionally, a team's performance, as it relates to forfeited matches, may affect acceptance to BPYSL in subsequent seasons.