

To Reschedule a Game

April 2011

Games will be rescheduled if a coach cannot field a team due to player conflicts, such as school events, bar/bat mitzvah, first communion, scouts, concerts etc, or if the game is called due to inclement weather. We cannot reschedule games because a coach is not available. It is the coach's responsibility to organize their assistant or parent, to take their place.

Please give **as much notice as possible** when cancelling a game, since referees are scheduled a week in advance. As soon as coaches know a game is going to be cancelled, and emails the opposing coach, please include tracy@layslonline.com in the email. This makes openings in the master schedule for other games that need to be rescheduled.

Once a game has been cancelled, both coaches should review the master schedule link at www.layslonline.com.

You will be at the event schedule - instead of choosing main menu, you want to choose "event fields". Choose view schedule for the field - i.e. WB Raben, you will see the date, and then everything scheduled on that day.

***BE CAREFUL, the games are not listed in time order - they are by 'division', so, for example, Raben lists 4/30 as follows:

2:00 hsob lakers vs

12:00 laysl o3 vs

6:00 laysl o4 vs

4:00 wssl select

Try to find two alternative available dates. Both coaches should email Tracy Phillips at tracy@layslonline.com, with their suggestions. The game number plus the team abbreviation (A1, F7, L6 etc) should be quoted in the reference line, for example Game no. 001, A4 Scorpions vs A6 Screaming Squirrels.

Tracy will confirm by email, to both coaches, the new date, time and field of play for the rescheduled game.

Email rescheduling is preferred, but you can call Tracy at 248 672 5451 if necessary.