

TCYSA Game Reschedule Instructions

Before the season begins, any scheduling requests should be submitted to both your club manager AND the TCYSA scheduler.

- At least ONE WEEK before the upcoming match, coaches may request a reschedule in cases of extreme problems (e.g. many players absent due to SAT test, band trip, flu). A coach absence is NOT sufficient for an in-season reschedule.
- Within one week of a match, reschedule requests will typically be denied.
- Within two days or less of a match, the field and referee costs have already been committed. Your club manager must approve additional fees to put the game back on the schedule on a new date and time. Otherwise, the game will be forfeit if your team does not participate in the match.

If you believe you have sufficient cause and at least ONE WEEK before the game, you should follow these steps to attempt a reschedule:

Step 1. Contact your opponent to inform them that you need to reschedule the game.

Coach contact information is sent out in an e-mail before the season begins.

Or you can log into www.thurstoncountysoccer.com. The “sign in” button is located in the upper left hand column right above the list of game schedules. The system will recognize your e-mail. If you haven’t logged into the TCYSA site before you will need to create a password. Once you are logged in you should see the coach contact information for your division. (You should also be able to enter any game scores that have not yet been entered).

Be aware that if you log into your club website, you will see your roster, but not the coach contact information for your division.

Step 2. Come to an agreement with your opponent on a day the game can be rescheduled.

Step 3. Contact the TCYSA Manager at manager@thurstoncountysoccer.com.

In your email include the following information:

- Your team name, gender and age, and your reason for requesting a reschedule
- The team name of your opponent
- The date of the game you wish to reschedule
- The mutually agreed upon date for the reschedule
- Also, include your opponent in the email thread (cc: the opposing team’s coach)

Provided you have followed the necessary procedures listed above and your reason is accepted, the scheduler will make the game change in the online schedules--both the game schedule and the referee assigning software. Both coaches will receive a confirmation that the game has been moved that will include date, time and location.

*Please note: Reschedules should be requested **only when extremely extenuating issues occur**. All teams should have an assistant coach who is eligible to coach the team if the head coach is called out of town or has an emergency.*

Should you need help or clarification, contact your club manager or Sara Poprawski, TCYSA Manager, at manager@thurstoncountysoccer.com.