

Rescheduling a Game

Step 1:

Make sure that your team, opposing team, Patrick Hodgins (State Office, phodgins@wiyouthsoccer.com), Bryan Gruchow (Referee Assignor, bryan.gruchow@gmail.com) and Marcus Weesner (ACE Director of Coaching, mmweesner@gmail.com) are notified of the cancelation of game. Email only. Do not send text messages or notify by phone.

Step 2:

Communicate with opposing team and decide on a date, time and location that works best for both teams. Typically, the home team will keep the game at their home location but not necessary if both teams agree to switch locations.

(keep all emails between you and opposing team until after game is played)

Step 3:

Once a date and time is agreed on you then must check with either Mark Crosby (Madison Parks, MCrosby@cityofmadison.com) or the Scott Endl (Fitchburg Parks, scott.endl@fitchburgwi.gov) to verify that the field is available. The new game information will be added to the field reservation permit.

Step 4:

After confirming field availability, you will now need to contact Patrick Hodgins (State Office, phodgins@wiyouthsoccer.com) to notify him of the new date, time and location of the rescheduled game. When contacting Patrick make sure you include canceled game information as well as the rescheduled game information.

Step 5:

Finally, you will need to notify both Bryan Gruchow (Referee Assignor, bryan.gruchow@gmail.com) and Marcus Weesner (ACE Director of Coaching, mmweesner@gmail.com) of the rescheduled game date and time information. This can be done sending one email to both Bryan and Marcus.

NOTE: If you should have any other questions or run into any problem with this process please contact Marcus Weesner, ACE Director of Coaching, mmweesner@gmail.com or 574-214-8646.