

# Royse City Soccer Association Game Reschedule Request Form

(Mandatory after schedules are finalized and posted)

Date \_\_\_\_\_

Coach Requesting Change: \_\_\_\_\_

Team Name \_\_\_\_\_ Age Group \_\_\_\_\_ Boys/Girls

Phone # \_\_\_\_\_

Game information:

Match #: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Field \_\_\_\_\_

Opposing Team Name: \_\_\_\_\_

Coach: \_\_\_\_\_

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## OFFICE USE ONLY:

Received: \_\_\_\_\_

Fee paid: \_\_\_\_\_

Schedule change made: \_\_\_\_\_

Copy to Age Group Commissioner and Referee Scheduler: \_\_\_\_\_

## Procedure To Follow:

1. Contact the Age Group commissioner to request approval to begin the reschedule process, giving the reason why you are requesting a reschedule. **Note: Reschedule requests can not include stipulations on when the rescheduled game will be played.**
2. Contact the opposing team coach to ask for his/her approval to reschedule the game. **Note: If the opposing team coach does not agree to a reschedule, the game will not be rescheduled, and no fees will be due.**
3. Contact the Age Group commissioner to let him/her know that the opposing team coach has agreed to a reschedule.
4. Fill out this form completely and submit it, along with the \$50 rescheduling request fee, to the RCSA scheduler at least two weeks before the currently scheduled date. Payment may be made by cash, check or money order.
5. Once the game scheduler has rescheduled the game, the Age Group commissioner will inform both coaches of the new game time and date.