



**The instructions below are only for game reschedules or cancellations that use Referees assigned by HCSA:**

**Note: If games are cancelled due to weather, follow the guidelines below:**

Henry County Team vs Henry County Team -- **Do nothing**, the scheduler will reassign dates for the games to be played.

Henry County Team vs **Out of County Team** -- Or games needing to be rescheduled for any other reason:

**Follow the instructions below to get your game rescheduled.**

1. If you need to reschedule a game, the first step is to notify the scheduler as soon as possible. Send an email message to **[scheduler@hcsa.org](mailto:scheduler@hcsa.org)**. **Do not call**. If you send an email message, then both the team and the scheduler have a written copy.
2. It is imperative that you notify the Field Scheduler as soon as possible when you are aware a game will not be played on the date and time currently scheduled. The scheduler needs to be notified no later than Wednesday evening for a game that is not going to be played on the upcoming weekend. We can not guarantee rescheduling if notified later than Wednesday. **Late cancellations have a monetary impact on the association because of requirements to pay referees for a short notice cancellation.** Notify the scheduler the game will not be played as scheduled, then work on the reschedule date and time.
3. **It is the home teams / coaches responsibility to ensure coordination and notification is made with the opposing team, with the appropriate Age Group Coordinators, GYSA etc. and the players. Do not attempt to schedule a new date and time if you have not contacted the other team first.**
4. When speaking with the opposing coach, find three (3) acceptable dates and times, then preference in order of 1,2, & 3. Whenever trying to reschedule with the opposing coach, try first for a Friday evening or Sunday afternoon. Either of these days is preferred over Saturday. When picking a Saturday, understand that you are tentatively looking at whatever is available for a time slot.
5. The goal is to receive all reschedules requests at least two weeks prior to the date published on the official schedule (GYSA or HCSA as appropriate).
6. The association can only handle a certain number of simultaneous games, especially at the older age groups, due to a limited number of referees qualified to do those games, and field space. Even if fields are available, understand that Referees may not be available. Normally all referee assignments are completed by Monday evening prior to the upcoming game weekend. Changes after Monday are difficult and sometimes impossible to accommodate. Non-weather related cancellations and or changes after Wednesday result in the Referee crew being paid, game played or not. We must be notified by Wednesday in order to reschedule your games.
7. **Do not attempt to call the Referee Scheduler.** Only the Field Scheduler will contact and coordinate with the Referees.
8. When contacting the scheduler, opposing coach and age group coordinator ensure the following information is included:
  - a. Your team name and age group (e.g. - U-11 Lady Thunder or U-8 Vipers, etc.)
  - b. Date and time the game was originally scheduled.
  - c. Date and time frame you desire for the rescheduled game. The more flexible you are, the better your chances of success. Be reasonable in your request.

**If you include the scheduler, opposing coach, and other appropriate people in all email traffic, the rescheduling process will go much faster. In addition, all concerned will be kept informed throughout the scheduling process.**

**We will do our best to accommodate all of your requests for the good of the game and the players. Please help us to help you.**

**Doug Stevenson  
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