

Pewaukee Sussex United Rescheduling Procedures

All games can only be rescheduled due to rain or poor field conditions as determined by Pewaukee Sussex United or the referee. Any other reschedules need league approval before proceeding. If your home field game was rained out or canceled please follow these procedures:

1. For U7/8 recreational teams, your games will be rescheduled and the new game times will go out within 1 week of the cancelled game. If there are multiple rainouts, or the club has informed you to handle the reschedule, follow the procedures below in number 4.

2. For all Recreational teams U9 and up playing in the **WARS** League: if the league communicates there is a preset date you will not need to do anything but watch for the rescheduled date and times. Please contact the opposing coach to confirm they received the new schedule update. If there are multiple rainouts or the club has informed you to handle the reschedule, follow the procedures below in number 4. (For refs, see 7)

3. For Select and Academy teams, contact the opposing team and determine **2** potential reschedule dates. For weeknight games the same night as your practice may work best for field availability. Fridays are also a good option when there is little activity on the club's fields. Be sure the reschedule dates are at least **1** week after the initial email requesting the reschedule.

4. Email the field scheduler scheduler@pewaukeesussexunited.com with the following information:

- Subject: Reschedule Request
- Original Game day & time
- Your team name, age and the opponent
- 1st choice reschedule date
- 2nd choice reschedule date
- Any additional reschedule information
- Please note in the communication you have worked with your opponent that the rescheduled dates are good for both teams.

5. The field scheduler will confirm your game request and assign you a field and start time. The time will be as close to your request as possible that still fits field availability. If neither of your dates works the field scheduler will contact you to request more dates.

6. After the field scheduler has confirmed your new time you must do the following:

- Contact the opponents and confirm the game specifics.
- **Select and Academy only:** You must contact the WYSA Program Admin, Patrick Hodgins phodgins@wiyouthsoccer.com, and inform him of the new date and time, along with the original date and time of your game. WYSA makes the schedule change and informs the referee assignor of the new game. *If you skip this step, you will not have a referee.*

7. Recreational game referees: the club will inform the league and/or referee assignor; the teams only need to inform the opposing coach or manager.

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