

## HOME GAME CANCELLATIONS AND RESCHEDULES

[reschedule@arrowheadsoccer.com](mailto:reschedule@arrowheadsoccer.com)

(218) 624-1713

### STEPS TO RESCHEDULE A GAME

Please note AYSA does approximately 100 reschedules during the two-week window. To track those appropriately, AYSA needs you to **email your requests rather than calling**. Please use the **Reschedule Request Template** (see reverse side) to make sure you include all the information needed.

- As soon as you are aware that you will need to reschedule a home game, please **email** the AYSA office ([reschedule@arrowheadsoccer.com](mailto:reschedule@arrowheadsoccer.com)) and let us know. **Please do not wait until you are ready to reschedule.**
- Home team coaches should contact opponents and get two or three make-up date options. The more options you have, the better chance you have at finding one that works.
- **Email AYSA the Reschedule Request Template** (see reverse side) with your team information and reschedule date and time options. We will let you know if we can make one of your dates work. The more flexible you and your opponent are the better chance you have of an available field on your date (ex: playing at 5 p.m. instead of 7 p.m.).
- AYSA will tell you which time/date works with your options. You will confirm the date/time with your opponent and then confirm again with AYSA. All of this is done **BEFORE** you put anything into the Affinity system. **Please do not use the online rescheduling system for home games until you have confirmed the rescheduled date with AYSA.**
- Once we have told you a field is available on a date you requested, move quickly to confirm with your opponent. **It is first served/first confirmed for field dates and times.** Need help? You can use the Affinity notes on how to reschedule games in the Affinity/US Connect system.
- **AYSA does not "pencil in" field reservations.** We reserve a field and referees for you when both you and your opponent have agreed to play on that date.

### START DATE AND OFF LIMIT DATES REMINDER

- Duluth cannot host games until May 15. All home games before this date must be rescheduled.
- June 3-5 and June 28-30 are off limits. No make-up games on those dates in Duluth or surrounding areas including Cloquet, Esko and Hermantown.

### WHAT IF WE CANCEL YOUR GAME DUE TO WEATHER?

- Be sure to have a cell phone number for your opponent's so you can reach them during the day in case of bad weather.
- If you believe your game may be cancelled by weather, please contact AYSA as early in the day as you can. AYSA monitors weather daily and can discuss your options. We are usually willing to discuss cancellation with you rather than impose it unless we are directed by the field owner to close fields.
- If the weather moves in late afternoon, you may get cancelled late, in which case you will need to check the AYSA phone or website.
- If you have any question about whether we will cancel your game, call 218-624-1713.
- Please do not tell your team families to call the AYSA number about weather cancellations. **We have three incoming phone lines at AYSA and the lines can fill quickly. Encourage your parents to wait for your call.** Weather-related cancellations will also be posted on the AYSA website.
- Be aware that AYSA often cancels recreational games but does not cancel competitive games. If you have spoken with one of us, the decision we make together is real, and the website information will be for recreational teams.

## **RESCHEDULE REQUEST TEMPLATE**

**Below is the template to use to request reschedules of your games.**

Please note the highlighted portions below are examples. You can use the unhighlighted portion to copy and paste into an email. Please fill out with your own team's information when sending your reschedule request.

**Game #:** 757759

**Your Team Name:** Gitchi Gummi – GU15C1

**Opponent:** North Oaks U15C1

**Game Date Originally Proposed:** Wednesday, May 1<sup>st</sup>

**Dates Requested for Reschedule (Must have at least three options):**

- 1) Thursday, May 2<sup>nd</sup>
- 2) Monday, May 6<sup>th</sup>
- 3) Saturday, May 11<sup>th</sup>

**Other Notes (Any other information that will help the reschedule process):**

5pm game, if possible,

**Your Contact Info:**

**Name:** Morgan MacLean

**Position on Team (Coach, Manager, etc.)** Coach

**Email:** [morgan@arrowheadsoccer.com](mailto:morgan@arrowheadsoccer.com)

**Phone:** (218) 624-1713

**(Blank if you would prefer to copy/paste into an email)**

Game #:

Your Team Name:

Opponent:

Game Date Originally Proposed:

Dates Requested for Reschedule (Must have at least three options):

- 1)
- 2)
- 3)

Other Notes (Any other information that will help the reschedule process):

Your Contact Info:

Name:

Position on Team (Coach, Manager, etc.)

Email:

Phone: