



Community Tier 4 & Lower General Rescheduling Requests

Below is the official procedure for rescheduling games due to conflicts with your teams regular scheduled league game conflicts with a Soccer Tournament, Grade 12 Graduation, or Grade 12 Final Exams once the schedule is released. Please note that these are the **ONLY** reasons accepted for rescheduling. Requests for rescheduling outside of these reasons will not be considered, and games will remain as originally scheduled. Additionally, **teams are limited to requesting a maximum of 2 tournament reschedules per season.**

****Steps for Rescheduling a Game: ****

Step #1: Teams participating in a three-round system will receive an email notification that outlines the deadlines for submitting rescheduling requests for each of the three rounds.

For teams in a main round system (where schedules are set for the entire season), if you need to request a reschedule, please email the EMSA League Director at jennad@emsamain.com , providing game details and the reason for your request.

Step #2: Both teams involved will receive an email from the League Director confirming whether permission to reschedule the game has been granted. If you do not receive this confirmation, it means the game will remain as originally scheduled.

Step #3: The EMSA League Director will cancel the originally scheduled game by emailing the Home Team's Zone Referee and Field Assignor.

Step #4: The TEAM WHO REQUESTED THE RESCHEDULE must then contact the opposing coach to agree on a new date for the game. The opposing team officials will have 48 hours to respond and finalize the new date. If a new date is not settled within this timeframe, the League Director reserves the right to officially reschedule the game to a date determined by the EMSA office.

****Step #5**** Once an agreement on a new date has been reached, the TEAM WHO REQUESTED THE RESCHEDULE is responsible for informing the EMSA League Director via email about the new date and time. The League Director will assign a field for the game. Note that if you are an Out of Edmonton District team, you will first need to contact your District Field Assignor to secure a field, as the EMSA Office does not manage field assignments in those areas. You must notify the League Director once the new field is confirmed.

Step #6: The League Director will update the website with the newly scheduled game details, and an email will automatically be generated to both teams and the Referee Assignor. Please keep in mind that the rescheduled game will not be considered official until this process is completed. It is essential to remember that the EMSA office operates only on weekdays.

Should you and the opposing coach have difficulty agreeing on a rescheduled date, please inform the League Director, who will assist in the process. However, it's crucial to notify the League Director with ample time to facilitate the rescheduling. Requests submitted one/two days before the rescheduling deadline may not be possible to accommodate.

Finally, if a rescheduled game is confirmed by the League Director and one team fails to attend, that team will lose by default. If neither team shows up to a rescheduled game, it will be marked as not played, with no stats or points awarded, and the game will not be rescheduled.