

## From WSA Policies and Procedure Manual

### RESCHEDULE POLICY

1. Reschedule/Cancellation requests shall be made directly to the WSA Club Scheduler.
2. For games scheduled at River City or West Bank complexes between inter-club teams, it will be the responsibility of the team making the reschedule request to notify the Scheduler, only after both coaches have agreed to reschedule the game.
3. For games scheduled at River City or West Bank complexes that are between WSA Club Home team and a visiting club team, it will be the responsibility of the Home team's Coach/Manager to submit a reschedule request to the Scheduler, only after both coaches have agreed to reschedule the game.
  - a. If this agreement cannot be achieved amicably between coaches/managers, they must include the Scheduler via email to detail the circumstances of the request.
  - b. These circumstances will be considered by designated WSA Club Officials and a binding determination reported to both teams.
4. All reschedule requests and/or game cancellations must be submitted to the Scheduler **ten (10) days prior to** the scheduled game date and time.
  - a. Failure to make the notification/submission of your reschedule request **ten (10) days prior to** game date and time **will result in full referee fees owed to the referee crew scheduled for the date** and time of the original game.
  - b. The team/club which has made the notification/request **after the ten (10) day period stipulated** shall be responsible for the referee fees of that scheduled game.
  - c. Should referee fees not be paid by the date of the original scheduled game date and time, then all future games for this team/club will be suspended at River City or West Bank complex until this referee payment requirement is satisfied.
5. Coaches/Managers of the Home and Visiting teams shall communicate and submit three (3) proposed dates in written form to the Scheduler for consideration.
  - a. The Scheduler will give consideration to the proposed dates and times. Upon review of the current field and game schedule, the Scheduler will either approve or deny.
  - b. If denied, the Scheduler will submit alternate open dates to the Coach/Manager of both teams for their consideration.
  - c. The Scheduler shall be only be obligated to three (3) attempts in total to reach an agreed upon date before turning the matter over to designated WSA Club officials for a binding determination.
6. A game which has been rescheduled once will not be allowed more than one (1) additional reschedule; regardless of which team makes the second reschedule request.
  - a. Failure to play the second re-scheduled game will result in a determination of forfeiture by the team requiring the last reschedule.
  - b. The Club's determination of forfeiture will be submitted to the Games and Disciplinary Committee of the State Association governing the league with the details for the committee's final determination.
  - c. Any appeal by either team of WSA Club's policy shall be made to the appropriate State Association governing body.
  - d. **The determination of the Games and Disciplinary Committee of the State Association (OPC) will be binding upon all parties.**
7. Cancellation of game within twenty-four (24) hours will result in forfeiture by the 'canceling team'.
  - a. Extenuating circumstances may be submitted for consideration by designated club officials, however, any consideration given will not waive the responsibility of the 'canceling team' to pay the referee fees with the same stipulations as outlined in 4(a)(b)(c)
  - b. A determination and/or recommendation shall be submitted to the Games and Disciplinary Committee of the State Association governing the league.
  - c. Cancellation of the game within twenty four (24) hours at USSF club will make the 'canceling team' subject to that Club's policies regarding reschedule, cancellation and referee fees owed.
  - d. WSA supports the written and posted policy of any USSF Club, just as we expect the support of our fellow clubs in matters of policy within our complex(es).
  - e. **The State Association policy shall be binding and supersede all policies presented herein.**
8. Cancellation or 'No Show' on the 'day of' the scheduled game is strictly prohibited and will not be tolerated by West Side Alliance Soccer Club of either the Home Club team or visiting team.

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- a. For extenuating circumstances to apply, the situation must be 'grave and verifiable'. However, any explanation offered will not waive the responsibility of the 'cancelling team' to pay the referee fees with the same stipulations as outlined in 4(a)(b)(c)
  - b. Nor will it be condoned or tolerated from our Club teams when visiting other Club complexes. Our Club will not be represented in this manner at Home or Away.
  - c. A Determination of Forfeiture shall be submitted to the Games and Disciplinary Committee of the State Association governing the league.
  - d. Cancellation or 'No Show' on the day of at any USSF club will make the 'canceling team' subject to that Club's policies regarding reschedule, cancellation and referee fees owed.
  - e. WSA supports the written and posted policy of any USSF Club, just as we expect the support of our fellow clubs in matters of policy within our complex(es).
  - f. Additionally, should any WSA Club team Cancel or 'No Show' on the day of competition, and the extenuating circumstances are determined to be unacceptable or unreasonable by designated Club officials, the Coach could likely face internal discipline measures.
  - g. **The State Association policy shall be binding and supersede all policies presented herein.**
9. State Associations governing the leagues in the State of Oklahoma offer broad guidelines as to the reschedule and cancellation policies. However, these are typically left to the individual clubs to administer as they know best what will meet the needs of their organization, complex and administration.
- a. All Club Members need to be aware that your team is subject to the reschedule policies of the host club when attempting to reschedule or cancel a game.
  - b. You are encouraged and expected to make every reasonable and amicable attempt to coordinate dates that work for both teams.

[End of Document Reschedule Policy]

## WEATHER EVACUATION POLICY & PROCEDURES

Weather forecasts will be monitored by site coordinators daily and weekly. On days of threatening weather hourly monitoring will take place and mass communication to the coaching and managing staff will take place via email, hotline, and text messaging to alert teams of severe weather threats. Every effort is made to generate a resolution by 3 pm of each training day and by 10 pm the night before each game day:

**RESOLUTION LEVEL 1:** Communication provided to alert members of potential severe weather and possibly plans for evacuation or closures/cancelations.

**RESOLUTION LEVEL 2:** Communication provided to alert members of time frame for potential cancelation notices and reminders to "stay posted" to club communication and facility warning mechanisms.

**RESOLUTION LEVEL 3:** Communication to CANCEL or CLOSE facilities due to severe weather (or field conditions)

### PROTOCOL FOR EVACUATION WHEN FACILITY IS OCCUPIED

- I. **One long sound of the air horn** signifies all training and games are to be suspended and all participants, coaches, parents, players will take shelter.
- II. The club's lightning detector is utilized on nights of severe weather. Fields are closed if lightning is detected within a 10-mile radius of the facility.
- III. If lightning is detected within 10 miles, a "**warning blast**" (**one long blast**) is sounded by the air horn located in the concession area (centralized). For main events air horns are located on the perimeter of the facility to help relay the signal quickly. For routine training nights, the multiple air horns may be dispersed among the club leadership to help signify the alert. Club

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leaders will monitor evacuation making certain all fields are cleared. All participants will be directed to cars (if numbers allow to inside the concession or clubhouse areas).

- IV. If fields are closed due to **lighting**, the “site coordinator” will wait 30 minutes. If no lightning strikes are detected for a period of 30 minutes a second blast of the air horn will signify fields are reopened. The **“all clear” signal will be two short blasts.**
  
- V. If fields are closed due to **threat of tornado or high winds** the site coordinator team will assess the time frame for evacuation, including traffic in other areas of the facility. If there is reasonable time to get all vehicles out of the facility an evacuation of the facility will be carried out. North and south gates of the parking lot will be opened at Rivercity and West Bank (if needed two lanes will be opened to exit the park).
  
- VI. If it is determined there is not time to evacuate the facility due to tornado or high winds threat, then participants will be directed to safe areas. **Safe areas at Rivercity Parks** have been determined to be the men’s and women’s restroom, and the east lying creek bed. **Safe areas at West Bank Sports Complex** are low side of the east embankment, west ditch, or inside men's and women's restroom. **All participants will be directed to these “safe areas” during imminent threat of high winds or tornado.**

## WSA HOT WEATHER POLICY

1. A heat index chart will be made available on the WSA website in sections that team leaders will be able to access easily (<http://www.weather.gov/media/unr/heatindex.pdf>)
2. WSA will follow the Heat Index playing modifications outlined below:

Heat Index	Training Sessions	Match Play
Up to 89°	Normal Play	Normal Play
90° - 99°	Water Breaks recommended every 20 mins	Discretion of Referee & Coaches
100° - 110°	Water Breaks required every 15 mins; Water Break minimum 2 mins in shade	Mandatory Water Breaks at halfway point of each half of the match
110° - 120°	All 13 and younger activities suspended	Mandatory Water Breaks every 10 minutes; Water Break minimum 2 mins in shade
120° - higher	Training sessions suspended for all ages	Mandatory Water Breaks every 10 minutes; Water Break minimum 2 mins in shade

3. WSA Directors and facility managers will be charged with monitoring weather conditions, and sending out alerts as conditions dictate.
4. WSA’s coach education program will include training for coaches to assist them in identifying the signs of heat exhaustion and heat stroke.
5. Club administrators and tournament officials will be responsible for monitoring the heat index during league and tournament play, and communicating information regarding modifications for heat index.

## WSA COLD WEATHER POLICY

All outdoor events at WSA should operate under guidelines highlighted in the following table which utilizes wind-chill temperature information – not actual temperature.

30°-25° F	Be aware and ready for possibility of cold injuries – modify warmup and prep times for training Total exposure time: maximum 2 hours <b>Cancel all 10U and younger sessions</b>
25° - 15° F	Cover exposed skin <b>Offer re-warming every 20 min</b>
15° - 0° F	Consider limitations or modifying activity to limit exposure <b>Offer re-warming: every 15 minutes</b> Total Exposure time maximum 1 hour
<0°	<b>Cancel practice/training/game, reschedule or move indoors</b>