

West Side Alliance SC Scheduling Processes

Spring 2019 League Play

In an effort to help you facilitate an effective spring season for the Prime Time Sports League Operator the following are reminders of **League Policy:**

1. No reschedule requests are permitted going forward unless:

a. You **contact the opponent at minimum 10 days** prior to the game

b. You **complete the PTS League Reschedule Request Form 10 days minimum prior to game date (after receiving confirmation from opponent of new game day, time, location)** online:

<https://docs.google.com/forms/d/e/1FAIpQLSeFVUEdPHpeskHoppQ3FVzXn8qapugn7WBue6ZSbLfiAang/viewform?vc=0&c=0&w=1>

c. **If game is home** and you cancel at least 10 days prior to game day/time then you **MUST ALSO contact Kim Herrington, WSASOCCERMANAGER@GMAIL.COM** informing her to cancel the field and referees. If you **FAIL TO NOTIFY KIM HERRINGTON** then your team will be invoiced for the referee fees.

2. **If you agree to any reschedule request within 10 days** (even if asked by the opponent) for any **HOME GAME** you will be **invoiced for the referee fees** for that game.

3. **No requests will be approved inside of 5 days** prior to the game date, unless extenuating circumstances are received in writing and then approved.

In an effort to create a more manageable and effective game schedule **for you and your families** I request the following of **ALL WSA TEAMS** for the **SPRING 2019 Season:**

1. **Contact your opponent a week prior** to your game (i.e. 7 days minimum in advance). In the contact confirm the **LOCATION, DAY, DATE, TIME** of the game.

2. **Verify all of your HOME games with the schedule** that is put out by Kim Herrington weekly.

3. When contacting your opponent follow:

If hosting the game write: *"We look forward to hosting your XYZ TEAM on ABC Day, 123 DATE, at WSA RIVERCITY Parks. We plan to wear WHITE tops and COLOR SOCKS."*

If the game is away write: *"We look forward to traveling to XYZ FACILITY to play XYZ TEAM on ABC Day, 123 DATE. We plan to wear NAVY tops and COLOR SOCKS."*

4. **If you do not get an email confirmation from your opponent**, send a text to both coach and manager until you get a confirmation.

5. **IF for any reason you have tried to reach an opponent to confirm a game and do not receive confirmation** – please communicate with Kim Herrington, Dustin Servais, Caitlyn Hanslovan, Roger Bush, Alex McLaurin, or Ryan Bush (in that order). For NPL games please communicate with Barry Roberts then Alex or Dan. For ACS games please communicate with Barry.

AS AN ONGOING REMINDER → PLEASE DO NOT TRY TO REACH ROGER BY
ROGERWSA@AOL.COM USE EMAIL: ROBUSH@ORU.EDU or text at 918 629 4476.