

## PCJSL Schedule Change Policy

Schedule changes will only be allowed for 72 hours after the schedule is given to Club Presidents at the beginning of each season. The only changes allowed within this time period will be due to a non-compliance issue with scheduling rules, i.e. scheduling a team for more than two games in a day, scheduling a team on a requested black-out date (when black-outs are allowed), etc. These changes can only be made by a club president or Director of Coaching (DOC). Coaches/managers cannot request changes directly.

Forgiveness for Schedule changes created by an emergency situation will be considered by the league scheduling committee on a case-by-case basis. Having a coach who is out of town, a player who cannot play, forgetting to enter a date when your team is entering a tournament, entering the wrong date, etc. are NOT emergencies and will be treated as violations of this policy. Violations of this policy are defined but not limited to:

- Canceling the game in advance;
- Failing to show for a game;
- Forfeiting for lack of cards;
- Forfeiting for insufficient number of players;
- Forfeiting because there is no Risk Management cleared coach with a Coach's Card;
- Forfeiting for arriving late;
- Having the game terminated for any reason for which your team is at fault;
- Arranging another game and not playing the game as scheduled.

If your team still chooses to violate the policy and not play a scheduled game, you MUST follow each of these steps:

1. NOTIFY THE OPPOSING COACH. The league will not do this for you. Give that coach time to notify his/her team. Contact information can be found by contacting the Club president or registrar as noted on the web page; if this doesn't work, contact any PCJSL board member for assistance.
2. NOTIFY YOUR CLUB PRESIDENT

Violations of the Schedule Change policy subject your club to the following fines:

PCJSL Schedule Change Fines	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	Subsequent Violations
greater than 7 days	\$50	\$100	Double previous fine
less than 7 days and greater 24 Hrs. ***	\$100	\$200	Double previous fine
less than 24 Hrs. or failure to show for match ***	\$150	\$250	Double previous fine

\*\*\*In addition to the fines listed above, the canceling team's club will be charged for referee fees for games cancelled less than 1 week in advance. All Schedule Change fines are immediately due and payable and will be billed to your club on a monthly basis.

## PCJSL Reschedule Policy

In fairness to all members of the league, a game that is not played on its originally scheduled date should be rescheduled. This should be done in cooperation with the team you were scheduled to play, using your club or your opponent's club to secure fields. The Canceling team is responsible for contacting the opposing Team and finding a place, time and date where the game can be played. Games not rescheduled within the same game season are subject to a \$200 fine to the cancelling team.

NOTE – For purposes of rescheduling the cancelled match, **do not contact any PCJSL board member or assignor.** Instead, follow the policy below. Requests received without following the policy will not be honored.

As soon as the reschedule date, time, and location have been confirmed by both coaches, one of the **CLUB PRESIDENTS OR DOCs** of the respective teams must send an email copying the following Board Members:

- Kadar Hamilton (in charge of Cancellations) at [PCJSL.VPComp@gmail.com](mailto:PCJSL.VPComp@gmail.com);
- Bob Barton (Fields) at [PCJSL.FieldCommissioner@gmail.com](mailto:PCJSL.FieldCommissioner@gmail.com);
- Maggie Barton & Karen Phillips (referee assignors) at [PCJSL.refcoordinator@gmail.com](mailto:PCJSL.refcoordinator@gmail.com)
- Ted Schmidt (President) at [PCJSL.Pres@gmail.com](mailto:PCJSL.Pres@gmail.com);
- Mark Hamilton (Vice President) at [PCJSL.VP@gmail.com](mailto:PCJSL.VP@gmail.com)

**Email requests received from coaches or team managers will not be honored.**

The email from your club president or DOC must be sent to the five addresses above at least 7 (seven) days before the date you are rescheduling the match. Emails received less than seven days before the rescheduled match may not give referee assignors adequate time to obtain referees and you risk not having referees for the match.