



GAME ON

## Reschedule Procedure

1. Check the daily facility schedule by going to your Dash Platform Account.
2. Send an email to the appropriate League Coordinator stating that you need a game rescheduled. Include in the subject: "Need to Reschedule [Team Name]" game on Date/Time.
3. Please let the opposing manager and your League Coordinator know your 1st, 2nd, and 3rd choices for dates/times that you'd like to move the game to. The opposing manager can decline the request and accept a win via forfeit or agree to one or more of the dates. (All subsequent email correspondence should be sent via "reply all")
4. The accepting manager should finalize the process via "reply all" and include in the Subject Line: "Accept (or Reject) Reschedule Request" and include the day/time of the accepted game. If rejected, a forfeit will be recorded. The team that did not initiate the request may keep the original game slot for practice time if the game is not rescheduled.
5. If game is rescheduled fee will be due for accommodating the schedule/referee schedule.  
Basketball/Volleyball 20\$, Soccer 26\$ and Football \$24
6. You must try to work reschedule no later than 72 hours prior to the scheduled game you're looking to reschedule.