



## How to Reschedule a Game

For the last several years any team participating in the CDYSL Spring Outdoor League has been required to provide the league with at least ONE valid email address to facilitate communication between the league and individual teams..

Beginning with the 2010 season, those email addresses are being used to create usernames and passwords to authorize the head coach and/or an alternate team contact as well as a score reporter to access a new on-line game rescheduling and score reporting program.

### IMPORTANT:

**One coach, One Alt Team Contact and One Score Reporter was identified on team commitment forms and verified at Mandatory Coaches meetings in March.**

### IMPORTANT:

1. **Only ONE head coach and/or ONE other alternate team contact (ONE email account per person) are authorized to reschedule games**
2. **Only ONE person (ONE email account).per team is authorized to report scores**
3. **IF an alternate contact and/or score reporter was not provided - the COACH was designated as team contact and score reporter**

### Guidelines for Rescheduling:

**Coaches not in attendance at Mandatory Coaches meeting to represent their teams will NOT be granted requests to reschedule games except for weather related field closures**

Keep the following in mind BEFORE you submit a rescheduling request:

- **Reschedule Early:** Rescheduled games should be played within 2 weeks of the original game date to avoid conflicts later in the season when accommodating field space and available referees will be more difficult. **CDYSL can NOT guarantee referee coverage for rescheduling requests made less than 72 hours prior to game time.**
- **Reschedule on Saturdays when possible:** CDYSL strongly recommends games be rescheduled on Saturdays when field space and referees are more often available.
- **NEW Stick To Traditional Time Slots:** The master schedule assigns games during specific blocks of time to accommodate efficient assignment of a limited referee pool and available field space. Games scheduled at odd times could potentially take a referee out of two or more games for that day.

*When rescheduling games make sure that time slots coincide with the following CDYSL guidelines.*

*Weekdays: Nothing earlier than 5:30pm*

*Sundays: 1:00 pm, 2:45pm, 4:15pm and 5:45pm. (Games may be rescheduled at any time on Sunday mornings as long as play is completed by 1:00pm)*

- Once the CDYSL season begins **All Home State Cup and Thruway League games MUST be scheduled on Saturday or at the convenience of both teams during the week** - Unresolved conflicts must be referred to the CDYSL Office before schedule changes are approved. Once the CDYSL season begins all **NERP or ENY Premier League** games on Sunday should be scheduled according to the Sunday guidelines noted above.
- **Mondays during the League Season ( Moved from Other Issues)**
  - Mondays are generally reserved for State and League ODP team practices/scrimmages
  - Coaches are asked to limit mandatory practices on Mondays to allow players to participate in League ODP activities

## Acceptable reasons to reschedule a game

The final CDYSL master games schedule contains approximately 2000 games. Over the course of the league season at least 20% of those games will be rescheduled for a variety of reasons. Once the Master Schedule is declared final, any requests for rescheduling will ONLY be considered for one of the following acceptable reasons:

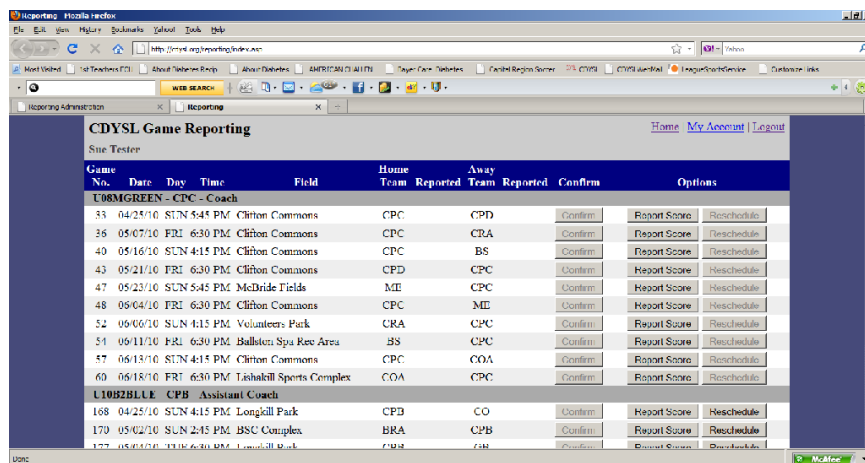
- **Field closure** by the Club. (Also see the [Field Closures](#) page - **Rescheduling fees do NOT apply**)
- **Fields are declared unplayable** by referee at game. (**Rescheduling fees do NOT apply**)
- **No-show by referee** and the coaches fail to agree on a substitute. (The home coach should return the score card noting a no-show by referee within 24 hrs - **Rescheduling fees do NOT apply**)
- **Conflict with State Cup, Eastern NY President's League or Region I.** ( **Note: Home** games rescheduled during the CDYSL League season on should played on Saturdays - Unresolved conflicts must be referred to the CDYSL Office – **Rescheduling fees do NOT apply but Saturday home and traditional time slots must be adhered to.** )
- **Tournament and/or Thruway League conflicts** (Requires agreement by opposing coach and rescheduling request submitted at least three weeks in advance – **Rescheduling fees apply**)
- **Conflict with ODP** (only if three or more players are involved - **Rescheduling fees do NOT apply**)
- **Conflict with previously unannounced or rescheduled School events involving three or more players** (Requires written confirmation or web link to verify date and a list of players affected - – **Rescheduling fees apply**)

Rescheduling changes for any acceptable reason are not officially changed until you receive a confirming email from the CDYSL Rescheduler approving your request

## How to Reschedule a Game:

CDYSL strongly recommends games be rescheduled on Saturdays when possible and within 2 weeks of the original game date to avoid conflicts later in the season when accommodating your request will be more difficult.

1. **Call the opposing coach ASAP** to notify him/her and arrange an alternate date, time and location *BEFORE* submitting a request to reschedule a game.
2. **Login to the CDYSL Game Reporting area.** <http://cdysl.org/reporting/> OR from links on the Spring Schedule or Rescheduling pages from the Games Menu (Reminder your username is your email address and your initial username is your last name (lower case), you will be prompted to change your password the first time you login.
3. You will be taken to your Home page where all games associated with your account will be displayed (If you are authorized to reschedule games, the "Reschedule" button for games you are authorized to change will be active)



Game No.	Date	Day	Time	Field	Home Team Reported	Away Team Reported	Confirm	Report Score	Reschedule
<b>U9&amp;M10GREEN - CPC - Coach</b>									
33	04/25/10	SUN	5:45 PM	Clifton Commons	CPC	CPD	Confirm	Report Score	Reschedule
36	05/07/10	FRI	6:30 PM	Clifton Commons	CPC	CRA	Confirm	Report Score	Reschedule
40	05/16/10	SUN	4:15 PM	Clifton Commons	CPC	BS	Confirm	Report Score	Reschedule
43	05/21/10	FRI	6:30 PM	Clifton Commons	CPD	CPC	Confirm	Report Score	Reschedule
47	05/23/10	SUN	5:45 PM	McBride Fields	ME	CPC	Confirm	Report Score	Reschedule
48	06/04/10	FRI	6:30 PM	Clifton Commons	CPC	MD	Confirm	Report Score	Reschedule
52	06/06/10	SUN	4:15 PM	Volunteers Park	CRA	CPC	Confirm	Report Score	Reschedule
54	06/11/10	FRI	6:30 PM	Ballston Spa Res/Arms	BS	CPC	Confirm	Report Score	Reschedule
57	06/13/10	SUN	4:15 PM	Clifton Commons	CPC	COA	Confirm	Report Score	Reschedule
60	06/18/10	FRI	6:30 PM	Tischbill Sports Complex	COA	CPC	Confirm	Report Score	Reschedule
<b>U10&amp;M12BLUE - CPB - Assistant Coach</b>									
168	04/25/10	SUN	4:15 PM	Longkill Park	CPB	CO	Confirm	Report Score	Reschedule
170	05/02/10	SUN	2:45 PM	BSC Complex	BRA	CPB	Confirm	Report Score	Reschedule
177	05/02/10	SUN	6:30 PM	Longkill Park	CPB	CPB	Confirm	Report Score	Reschedule

4. Find the Game Number you wish to reschedule and click the **Reschedule** button.
5. At the Submit Game Reschedule Request form
6. All current game information will be displayed
  - Original Game Date
  - Team Age, Gender, & Division
  - Home Team
  - Away Team

7. Enter the information requested: *\*Required to submit request*
  - *\* Name & e-mail address of Opposing Coach (or Team Contact with whom you spoke)*
  - *\* Club Requesting Change*
  - *Reschedule Date (If date/time are not confirmed enter TBR in More Info box)*
  - *Reschedule Time NOTE: MUST follow CDYSL Time Slots - See "Stick to Traditional Time Slots" in How to avoid delays in approving rescheduling changes section below )*
  - *Reschedule Field (1st drop down box lists Home Fields; 2nd drop down boxes list all fields in league files in case game will be played on opposing team or neutral field)*
  - *\* Reason for Rescheduling NOTE: If reason not listed in Drop Down menu, select Other and enter details info in More Info box*
  - *More Info: Use this area to add notes, specify school event or tournament details, other reasons and number of players effected*
  
8. Click Submit Reschedule
  - Your request will be forwarded as **pending** to the CDYSL Rescheduler and an email will be forwarded to all reschedulers associated with the games - both home and away teams - to confirm that it has been submitted.
  - The CDYSL Rescheduler will review your request, **when approved**:
    - CDYSL will notify the referee assignor to change the referee assignment
    - The game will be updated in the master schedule and posted on the website
    - An email confirming approval will be forwarded to all reschedulers associated with the game - both home and away teams

Once you have logged in (or changed the password on the first time), you will see the "Home" page.

*This page lists all of the games for your teams. If you are the coach, alt team contact or score reporter for multiple teams, the games will be grouped by team. Each line displays the game #, date, location and teams.*

***If either the Report Score or Reschedule option is dimmed you are not authorized to handle that function for your team***

The "Submit New Game Reschedule" screen displays information about the game at the top. This includes the game #, date, time, location and teams.

Rescheduling referees is handled by the CDYSL assignor not by individual coaches. Fill in the appropriate fields begin your request to reschedule your game. If the game was not played for some reason (forfeit, no show, etc.) ; indicate the reason the game was not played.

Enter in any notes about the game.

These notes are not displayed to the opposing team, they are only displayed to the office staff.

Click **Submit** Reschedule to submit your request

- Your request will be processed and you will be notified by e-mail.