

# PSA Game Schedule Change Policy

## **Prior To the Season Schedule Being Released**

Each season during the registration process, all coaches are given the opportunity to submit conflict requests prior to the game schedule being released. This procedure is enabled through the Coaches Tools online, <http://www.psaplano.org/toolbox/>

## **After the Season Schedule is Released**

**The game schedule changes available are through the GAME SWAP process**

Once the season game schedule is published, game swap requests should be limited to those situations where a team is unable to field the minimum number of players and would otherwise be forced to forfeit. **In all other cases the games should be played as published.**

Please follow these guidelines for requesting your one allotted game swap:

Step 1: Determine any scheduling conflict well in advance.

- Forfeited games will not be rescheduled.
- If a team is unable to field the minimum players at game time then they must forfeit the game.
- As a courtesy to the opposing team, please notify PSA if a team is unable to play a game

Step 2: Coordinate a game time swap with another game within your division.

- Coaches should contact via e-mail the other teams of the time they desire to move to. Please coordinate these swaps on your own. Email the appropriate PSA director to get the contact information for the other coach.
- Game time swaps require that all coaches agree with the change. Swaps must be completed 48 hours in advanced to game day before game reminders are sent out to teams.

Step 3: After arranging the swap, email the appropriate PSA director in order to update the MySAM online schedules to reflect the change.

Step 4: In the event that you are unable to arrange a swap and will be forfeiting the game, e-mail the appropriate PSA director 48 hours in advance in order to cancel the fields and referees.

**No conflict requests or game time swaps are allowed for postseason playoffs or tournament games.**