

# How To: Submit a Game Change Request

**Last Revised on August 24, 2014**

A Game Change Requests (GCR) made during the season 7 days or less prior to the game date may require the team pay a \$50.00 processing fee. A GCR made less than 72 hours of the game time must be agreed to by the opposing team and the team making the request may be required to pay the entire referee fee (to cover the referees losing the game at the last minute). If a fee is assessed and paid, mvysa will then make the change provided there is enough time to secure referees for the new date. You may call or email the mvysa office to appeal these rules if you have extenuating circumstances.

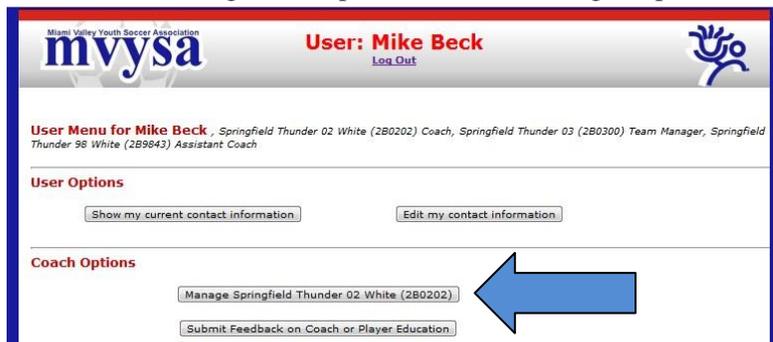
**In short, to submit a Game Change you need to login, manage your team, select Game Changes, use Step 0 to check if change is possible, use step 1 to indicate a Need to Change (NTC), contact opposing team and field coordinator to find a agreeable new date/time and use step 3a to submit the Game Change Request (GCR).**

## Game Change Request Checklist:

- Use step 0 to see possible new dates or times
- The new date and time works for your team
- Opponent agrees to the new date and time
- Field coordinator on the site agrees to the new date and time
- The new date is available on the Game Change Request system
- Login, manage team and submit the Game Change Request using step 3

## To manage your team and begin the Game Change Process:

1. Login (if needed see the [How To Login](#))
2. In the Coach Management Options or Team Manager Options click on Manage your team



3. Click on “Game Changes” button

### Team Menu

<b>Head Coach</b>	Chris Albrecht	<b>Team Manager</b>	Stephen Dillon
<b>Home Field Site</b>	Patricia Allyn Park		

<input type="button" value="Edit Team Info"/>	<input type="button" value="Contacts for Teams in this Age Group"/>
<input type="button" value="Edit Roster"/>	<input <img="" alt="blue arrow pointing left" data-bbox="803 399 909 462" type="button" value="Game Changes"/>
<input type="button" value="Players with Permission to Tryout/Talk"/>	<input type="button" value="Guest Player System"/>
<input type="button" value="Team Contact List"/>	<input type="button" value="Enter Game Scores"/>
<input type="button" value="Delete Team Manager"/>	<input type="button" value="Submit Conduct Report"/> - use when a player or

### View game options:

To look at dates that are possible without submitting a Need to Change - select your game from the drop down list of games in the View game options section and click on “Show Options”.

### 0. View game options without submitting NTC

Change to see options at a different site:

Select the game you might want to change to see options:

*If a game is not listed in the dropdown then the game has been played or a NTC has been already submitted (look in step 3a).*

If you are considering moving the game to a different site to solve a scheduling problem you can use the site drop down to look at options for another site.

### Step 1. Submit a Need to Change (NTC):

1. Select your game from the drop down list of games in Step 1 and click on “Submit Need to Change”.

### 1. Submit NTC for the game

Select the game that needs changed:

<input type="text"/>	<input <img="" alt="blue arrow pointing left" data-bbox="1136 1480 1315 1533" type="button" value="Submit Need to Change"/>
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*\*\*fee\*\* - Since games with this tag are 10 days or less from the game date a \$50 fee maybe accessed for this change. The fee is not assessed for games that were postponed due to weather problems or by mvysa*

### Step 2. Contact opposing coach and Field Coordinator to find a new date and time:

1. After submitting a NTC you can see more detail on possible game dates:

- a) Select your game from the drop down list of games that appear in step **3a**  
**Submit GCR to change GAME DATE** to see a list of possible game dates and

Contacts for Team Coordinators

**3a. Submit GCR to change GAME DATE**  
 Select the game that needs changed so you can see a list of new dates:

Next Step - Be patient, takes time to load all choices  
 After 10 days mvysa will mediate a solution.

**3b. Submit GCR to change game START TIME**

times.

- b) Click on "Next Step"
- c) Click a **Green date** to see game times/fields on that date.
- d) **Green X's** indicate open game slots
2. Contact the opposing coach or team manager and find an agreeable new date/time. You can get their email or phone number by selecting "Contacts for Teams in this Age Group" in step 2 of Game Changes system.
3. On the Select Game Date Screen:
- Green game** dates possible new dates for your game (click to choose that date)
  - Black Date** - not possible as new game date due to no game time/field options.
  - Underlined Black Date** - possible as new game date if restriction (R) is removed. Clicking the black date can show possible game times and fields if restriction were removed.
  - Small Gray Date** - blocked by mvysa - not possible as new game date
  - Red R** - restricted by site field coordinator - not possible as new game date unless field coordinator will remove the restriction
  - Yellow Background** - are dates which have reached the limit of league games that our supply of referees will support. No more games can play on that date with one exception: if the game can immediately precede or follow another game and use the same referee(s). To see if this is possible click on the black date. Look for a Green X on a correct sized field for your game that precedes or follows an existing Game.
  - Blue A** - your away game.
  - Blue H** - your home game.
  - Purple A** - opponents away game.

- j) Purple H - opponents home game
- k) Black & (game between your team and opponent)
- l) Blue R - your restriction - not possible as new game date unless you remove your restriction
- m) Purple R - opponents restriction - not possible as new game date unless opponent removes their restriction

4. On the Choose New Game Time Screen:

- n) Green X possible new game time (click to select that time and field)
- o) Red R the time/field is restricted by site field coordinator - not possible as new game time/field unless field coordinator removes the restriction
- p) Blue R is your restriction - not possible as new game time/field unless you remove your restriction (click on the R to remove the restriction)
- q) Purple R is opponents restriction - not possible as new game time/field unless opponent removes their restriction
- r) The word Game in black indicates a scheduled game for other teams
- s) Blue H your home game
- t) Purple H opponents home game
- u) Blue A your away game
- v) Purple A opponents away game
- w) Black & game between your team and opponent
- x) Yellow Background - No More Refs - see Yellow Background above
- y) If the game is on a weekend choose the 'new' game time so it precedes or follows the other games and doesn't overlap another game time. If you don't get this part right we will adjust game time to make things work.

5. Other Considerations:

- a) If the game site needs to be changed have the team losing a home game send a request to office.com so the site setting can be changed before submitting a GCR.

- b) See if removing this game creates a gap in a set of games at that site - if so the gap will need closed either by changing the start time of the previous game or the following game - This means another separate Game Change to fix the hole you leave! Contact other coaches as needed.
  - c) Choose a new date that will give mvysa time to process the change and schedule referees for the game. Submitting a change request on a Tuesday that requests to play the game on Wednesday doesn't work. We typically need at least five days to get the change made and referees scheduled.
  - d) In Internet Explorer hovering your mouse over a date will show the sunset time.
6. Contact the field coordinator of the site where the game will be played to make sure the field is available on the new date and time. You can get their email or phone number by selecting "Contacts for Field Coordinators" in step 2 of Game Changes system.

**Step 3. Submit Game Change Request (GCR):**

1. To change Game Date use Step 3a
  1. Select your game from the drop down menu in step 3a, then click on "Next Step"
  2. On the Select Date Screen, click on the green date for the new game day.
  3. On the Choose New Game Time screen, click on the Green X for the new time/field.
  4. During the season you will be asked to provide a reason for the change if you are changing a game 7 days or less from old game date.
    1. Enter a details reason
    2. Click on 'Next Step'
  5. A "Submit Game Change Request" form will be generated with the current and new game information.
    1. Click the Yes button to indicate your opponent has been contacted and agrees – OTHERWISE don't proceed
    2. Click the Yes button to indicate the field coordinator has been contacted and agrees – OTHERWISE don't proceed
    3. Verify that your entries are correct and click on "Submit Game Change Request"

6. The MVYSA system will then generate an email to the field coordinator asking them to approve the request. After approved by the field coordinator it will go to the MVYSA office for final approval. Once they approve the schedule will be changed and you will receive an email indicating it was changed. Note: If a processing fee is due on the Game Change Request, this final approval step will not happen until the fee is received in the office.
2. To change just the Game Start Time use Step 3b
    1. Select your game from the drop down menu in step 3b, then click on "Next Step"
    2. If game is a weekday input the desired new time and click the Submit new time request button. Remember in the fall sunset will prevent most weekdays from being played at a later time – the original time for most games are selected at latest possible time. There may be an exception to this in august or early September.
    3. If the game is on a Saturday or Sunday select a green X that will work, remembering to group games in back to back times.
    4. A "Submit Game Change Request" form will be generated with the current and new game information.
    5. Verify that your entries are correct and click on "Submit"
    6. The MVYSA system will then generate an email to the field coordinator asking them to approve the request. After approved by the field coordinator it will go to the MVYSA office for final approval. Once they approve the schedule will be changed and you will receive an email indicating it was changed. Note: If a processing fee is due on the Game Change Request, this final approval step will not happen until the fee is received in the office.
  3. To change Date and Game Start Time
    1. First submit GCR to change date
    2. The submit GCR to change time

**IMPORTANT!! This is only a REQUEST to change the game. When/if the game has been changed, you will be notified appropriately.**