How To: Submit a Game Change Request

Last Revised on May 16, 2013

A Game Change Requests (GCR) made during the season less than 10 days 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.

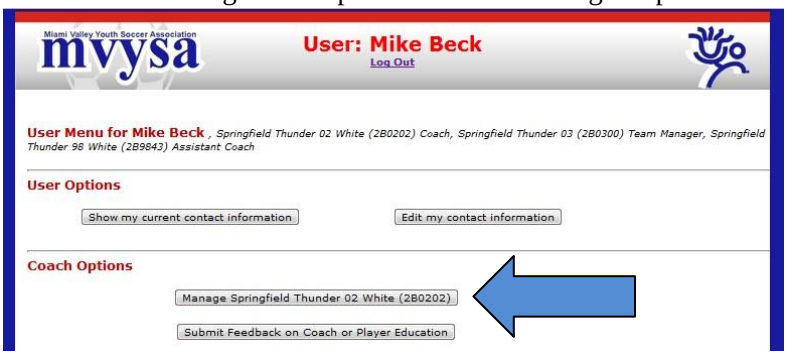
To submit a Game Change Request you need to login, manage your team, select Game Changes, use step 1 to indicate a Need to Change, contact opposing team and field coordinator to find a agreeable new date/time and use step 3a to submit the GCR.

Game Change Request Checklist:

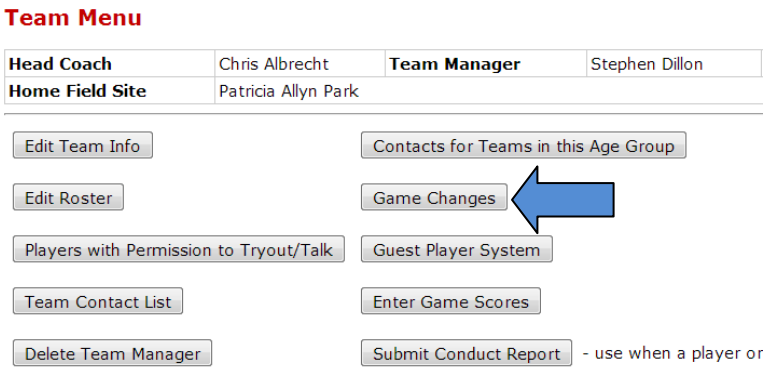
- ☐ The new date and time works for your team
- ☐ Opponent agrees to the new date and time
- ☐ Field coordinator on the site agrees to the new date and time
- ☐ The new date is available on the Game Change Request system
- ☐ Login, manage team and submit the Game Change Request
- ☐ The change is final when the online schedule is changed

To manage your team and begin a Game Change Request:

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

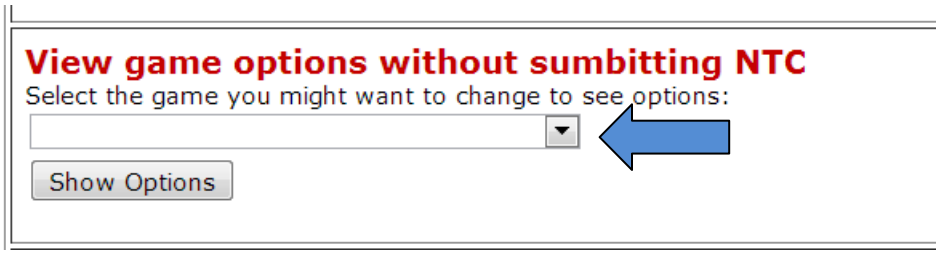


3. Click on “Game Changes” button



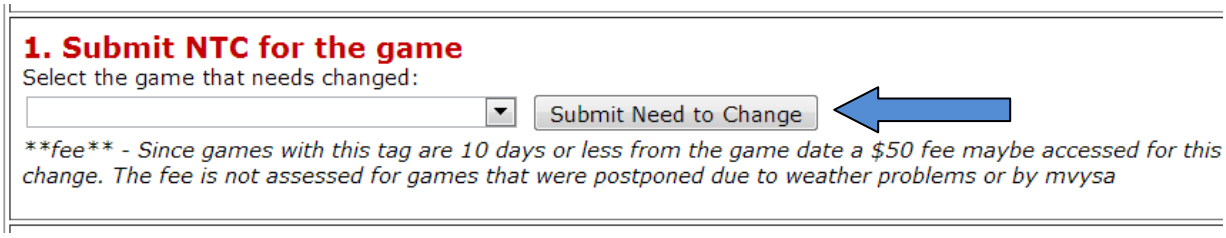
View game options:

To look at dates and times 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”.



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”.



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

1. To see possible game slots:

1. 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 times.

2. Click on "Next Step"

3. If you see other games (Green game times) on that day then make the 'new' game precede or follow 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.

4. Red game times are times blocked by the field coordinator of that site.

5. If the game site needs to be changed have the team losing a home game send a request to office.com before submitting a GCR.

6. 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.

7. 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.

8. Choose an open game slot (blue underlined game time) that is agreeable with both teams

9. If a date shows no times and says [Xxxxx Xxxx Restriction] then that team (named Xxxxx Xxxx) placed a restriction on that date. The team placing the restriction can click on the Restriction link and remove it if they want to.

10. If a date shows no times and says ****No more refs available**** then mvysa has reached the limit on the number of games that the referee association and mvysa feel can be covered on that date. We might be able to add a game if the new game is scheduled just before or after an existing game(s) (green game time) so the games can share the same referees. Click the Options link to see if there is a possibility. On weekends look for a blue game time on a field sized for your team that is prior to or after a green game time (on any field at that site). On weekdays

we can add a time slot prior to most exiting games if needed. If this looks like a possibility contact mvysa at office@mvysa.com with game number, requested date and time to see if this is possible.

11. Hovering your mouse over a blue time will show the sunset time.

2. Contact the opposing coach or team manager and make sure they agree to the 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. 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. Select (click on the blue link for the game time) the new game slot

    3. During the season you will be asked to provide a reason for the change

        1. Enter a details reason

        2. Click on 'Next Step'

    4. A "Submit Game Change Request" form will be generated with the current and new game information.

        1. Click on the name of the team submitting the request

        2. Click the Yes button to indicate your opponent has been contacted and agrees – OTHERWISE don't proceed

        3. Click the Yes button to indicate the field coordinator has been contacted and agrees – OTHERWISE don't proceed

        4. Verify that your entries are correct and click on "Submit"

    5. 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 Game Start Time use Step 3b
    1. Select your game from the drop down menu in step 3b, then click on "Next Step"
    2. Select (click on the blue link for the game time) the new game slot
    3. A "Game Change Form" will be generated with the current and new game information.
    4. Verify that your entries are correct and click on "Submit"
    5. 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.