

## SASL TEAM SCHEDULING REQUIREMENTS

[www.ctsasl.com](http://www.ctsasl.com)

- *Kindly assist the league scheduling secretary by following all “scheduling requirements” otherwise game eligibility could be jeopardized*
- *Scheduling requirements will change during the season, so be sure to always check the schedule for new changes*

SCHEDULING SECRETARY - Mike Schechter

All Divisions - [michael@thesmartsolutionsgroup.com](mailto:michael@thesmartsolutionsgroup.com) - (203) 918-3949

### COMMUNICATION WITH LEAGUE SCHEDULING SECRETARY

- Only team managers should communicate with the Scheduling Secretary, hereafter called the Scheduler, players cannot communicate.
- Teams should use e-mail instead of phone calls. If phone call is made, an e-mail MUST follow.
- Be sure to indicate in the subject line of e-mail, team name and division.
- When sending e-mails, specify in the body of message the possible changes.
- No phone calls to be made during office hours, rather between 6 PM and 9 PM weekdays.

### TEAMS HOME FIELD TOWN PERMIT

Every team is responsible for having home field permits, IN WRITING, throughout the season. Failure to have a field permit may result in a game being cancelled and forfeited. In the event the Scheduler or Executive Board requests a copy of the permit, the permit **MUST** be produced within 24 hours via email, fax or *and* must be postmarked as such. If no permit is so produced, the Board will use its sole discretion as to forfeiture of the game with fines.

### SCHEDULE

League games shall be played on Sunday mornings according to the schedule. Kick-off time can be anytime between 8:00 AM – 11:00 AM. Teams who play at 8:00 am must have proof from the town confirming that is the only time slot available. When necessary, Scheduler may have to reschedule a game mid-week or on a Saturday.

The "home" team is determined by the published SASL game schedule and that team is responsible for all financial obligations including payment for the referees.

### CHANGE OF GAME TIME

If a valid time change is requested, a team manager **MUST** email the Scheduler for change to be official. At any time, the Scheduler may request a copy of the Team's Field Permit. A minimum e-mail notification of 4 days **no later than Wednesday noon** before Sundays game is required to ensure that referee crew and opponents can be notified of change and in case a new referee crew must be assigned. If time change is the result of the town making a change from the original permit and the time change cannot be accommodated, the game will be rescheduled. Every effort will be made by the Scheduler, Referee Assignor and both teams to accommodate the change. If the change is the team's error and the time change cannot be accommodated, the home team will forfeit the game and pay the game officials their half fee. The Scheduling Secretary shall officially confirm the time change with the Referee Assignor and both teams.

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### CHANGE OF GAME VENUE

An email to the Scheduler by Wednesday noon of the week prior to the game (10 day-notice) would be the last date and time for a home team to request a venue change **outside their town**. The Scheduler may request a copy of the Teams Town Field Permit by Friday for the requested venue change. If venue change is the result of the town making a change from the original permit and the change cannot be accommodated, the game will be rescheduled. If venue change is the team's error and the change cannot be accommodated, the home team will forfeit the game and pay the game officials their half fee.

A minimum of 4 day-notice (Wednesday noon before Sunday's game) is required for notification to the Scheduler of a field change by the home team **within the same town**. If venue change is the team's error and the change cannot be accommodated, the home team will forfeit the game and pay the game officials their half fee.

### SPECIAL CIRCUMSTANCE GAME CHANGES

For ALL referee assignment changes that require a second game official's reassignment, the team will have to pay the assignors fee (see Rule K.1, para 2). This fee must be automatically sent by the team to the Treasurer and **received** within one week from the game date. Failure to meet this deadline will result in a late fee (see Rule L.17) assessed to the team. Every effort will be made by the Scheduler to contact the Referee Assignor for the game to be played if the team's request is outside the deadline date.

## **GOOGLE GROUP (MANDATORY THAT ALL MANAGERS & REFEREES JOIN)**

### WEATHER PROTOCOL - Posting a Weather Cancellation

In the event a game must be postponed due to weather, the home team can avoid paying the referees by posting the cancellation on league **GOOGLE GROUP** for weather **Cancellations** or **Forfeits**:

#### **NOTE -**


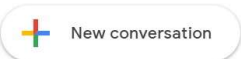
- For games that start **before 9 a.m.**, the message **MUST** be posted a **minimum of 1 ½ hours** prior to kick-off to **guarantee no payment**. **THIS IS FOR REFEREES**
- For games that start at **9 a.m. or after** the message **must be posted by 8 a.m.** Inside 2 hours should still be posted. **THIS IS JUST FOR REFEREES.**
- In the above two examples, your opponent should still be phoned. The message should include: teams' names, field location, kick-off time, your name and team.
- The Scheduler should always be included in all communications, particularly e-mails.
- This is a group designed for SASL players and referees to access information regarding postponements due to weather, possible field location changes etc. Do not post test messages, or extraneous messages not pertaining to weather or forfeits.
- If posted weather cancellation is too late to stop game officials from traveling, home team managers **MUST GO** to the field and pay the officials their half game fee - See Rule K.8 Fee Sheet.
- If game officials travel and managers do not go to the field and pay the officials their half game fee, the team shall **pay the officials their FULL game fee**.

### How to post a message

1. Create a GOOGLE account at [www.google.com](http://www.google.com) , click on "Sign-in" and follow prompts.
2. Navigate to <http://groups.google.com/group/SASLSCHEDULE> or search for "saslschedule"

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3. Click on  and follow the instructions. Include your team's name or name of referee etc.
4. Click on  to post a message (only regarding forfeits or weather-related postponements);  
 may have to change to Desktop Version to post a New Conversation

### **FORFEIT GAMES**

Any team who cannot field a minimum of 7 players and chooses to forfeit game to their opponent will have until Thursday 5:00 PM to communicate with the Scheduling Secretary directly and also post via Google Groups, **SASL SCHEDULE**. If correspondence is made after, they will be responsible to pay full referee fees, in addition to, a forfeit fine of \$200. Upon 2<sup>nd</sup> forfeit, fine will be doubled to \$400. Forfeited games must be posted on the [GOOGLE GROUP](#).

### **WEATHER POSTPONEMENT**

In the event of a postponement owing to weather or otherwise, the next mandatory makeup date will be invoked (see schedule). The postponed game will be rescheduled and must be played on or before this date or subject to forfeit.

### **REQUESTED POSTPONEMENT**

A team MAY request the League that a scheduled game be postponed (*preponed*), providing **NO LESS than SIX weeks** for notice be given by email to the Scheduling Secretary. Postponement would only be considered or approved, if both teams agree on a pre-determined re-scheduled date **prior to the original date** or in special circumstances, the next mandatory open date. **Games cannot be postponed until the end of the season or summer break**. Approvals will not be granted for player vacations, out of state tournaments unless both teams agree to play the game prior to the scheduled date. Any game can always be played ahead of schedule. If less than six weeks of notice is given, the game **CANNOT be postponed and MUST be played**.

If a team already has a postponed game, that team CANNOT invoke Rule G.5 to request postponement of another game. Teams cannot have more than one postponed game, unless it's '*force majeure*' (i.e. weather postponement).

### **FOR ANY OTHER POSTPONEMENT**

If a game has been postponed, BOTH team managers must approve the new game date and inform the Scheduling Secretary by E-mail of the date **WITHIN TWO WEEKS OF POSTPONED DATE**. If teams cannot agree on a new game date, the Scheduling Secretary will schedule a new game date. Any team refusing to agree to play a game or rescheduled game at any time shall be fined, post a bond and forfeit the game \*. Any games rescheduled and played without the Scheduling Secretary's approval, will not be considered an official game and will not be counted in the standings. In the event this occurs, teams will be fined \* (Rules L. 3, 4 & 14).

SPRING makeup games **MUST** be played before the start of the Fall Session. If not played, the team(s) guilty of not agreeing to play rescheduled game will forfeit the game.

FALL makeup games **MUST** be played before the end of the calendar year or *December 1*.