



## Policy Memorandum #8: Game Rescheduling and Cancellations

**Effective Date:** January 1, 2026

### 1. Purpose & Scope

1.1 Establish clear procedures for rescheduling matches in accordance with UYSA guidelines and Ogden Soccer Club requirements.

1.2 This policy applies to all OSC teams participating in sanctioned league play and governs communication, approvals, deadlines, and responsibilities related to match rescheduling and cancellations.

### 2. General Rescheduling Guidelines

2.1 Competitive teams are permitted a maximum of *two (2)* reschedules per season, regardless of type.

2.2 The *home team* is responsible for confirming field availability, referee availability, and securing all required approvals before initiating any change.

2.3 All reschedules must be finalized in SOMS at least *four (4) days* prior to the originally scheduled kickoff.

2.4 Reschedules may occur only after the season schedule is published and must be completed before the seasonal deadlines:

- *Fall:* November 9 or the Monday following the first Saturday in November (whichever comes first)
- *Spring:* June 1

2.5 Head coaches may initiate a reschedule only if their team has not exceeded the two-reschedule limit.

2.6 Coaches managing multiple teams may not reschedule matches due to conflicts across their own teams.

2.7 Opposing coaches are not required to accept voluntary reschedule requests, though collaboration is encouraged.

2.8 Coaches must review weather conditions and Club notifications prior to initiating a reschedule or cancellation request.

### 3. Required Reschedule Process

3.1 Step 1: Contact the Opposing Team

3.1.1 Email the opposing coach before submitting any official request.

3.1.2 To locate contact information in Affinity:

- Log in as a team administrator
- Select your profile (outlined in blue)
- Click *TEAMS* → *Tournament and Schedule Apps*
- Select *Schedules/Game Scoring*
- Click the opposing team name to view contact details

3.2 Step 2: Home Team Responsibilities

3.2.1 The home team must contact the Field Assigner ([fields@ogdensoccer.org](mailto:fields@ogdensoccer.org)) and/or Ogden Soccer Support ([support@ogdensoccer.org](mailto:support@ogdensoccer.org)) to confirm field availability.



3.2.2 The home team must contact the Referee Assignor to schedule referees for the new match time.

3.2.3 Away teams must review and approve the proposed change.

3.3 Step 3: Finalizing the Reschedule

3.3.1 After all parties agree on the new date, time, and location *and* the Field Coordinator and Referee Scheduler confirm availability, the home team must complete the official reschedule form: *Fall 2025 "Other" Reschedules Form*

<https://docs.google.com/forms/d/e/1FAIpQLSfJcu1tbGk7e3PudyGkf6Zr1b4BVIOXqxG0lpBwhWuGTaBmcQ/viewform?pli=1&pli=1>

3.3.2 Do **not** use the "Reschedule" button in SOMS/Affinity.

3.3.3 The only official confirmation of a completed reschedule is the automated email from the Affinity system.

3.3.4 Allow up to *24 hours* for review; reschedules are not processed after 4:00 PM, on weekends, or on holidays.

3.3.5 Failure to notify the referee assignor may result in additional fees charged to the home team.

3.3.6 If COMP teams cannot agree on a new date, the League Commissioner will determine the reschedule details.

#### **4. Game Cancellations**

4.1 Coaches requesting to cancel a game, or who cannot reach agreement on a reschedule, will forfeit the match.

4.2 Coaches should use all available means to reschedule games during the preseason window to avoid fees or forfeiture.

#### **5. Fees**

5.1 Reschedules completed *before* the season begins are free.

5.2 After the season begins, a *\$50 reschedule fee* is charged to the initiating team and paid to the State Office.

#### **6. Valid Grounds for "Other Reason" Reschedules**

6.1 Field closure by an authorized entity (including weather-related closures).

6.2 Referee-determined cancellation due to unsafe or unplayable conditions.

6.3 No USSF-certified referee assigned by a neutral assignor.

6.4 League Commissioner orders cancellation.

6.5 Poor air quality (AQI in the red zone).

#### **7. Timeline Requirements**

7.1 Matches canceled for any valid reason listed in Section 6 must be rescheduled in SOMS within *14 days* of the original match date.

7.2 The rescheduled match may occur after the 14-day window but must be played before the seasonal deadline.