



SOUTHWEST SOCCER
401 New Dundee Rd.
Kitchener, ON.
N2P 2N8
Phone: 519-894-5965
Web: www.swrsa.ca

Rescheduling Process

Once schedules have been released, clubs will have a two-week period to reschedule an unlimited number of games through the Rescheduling Request Tool. Manual requests will not be accepted at this point.

Once the two-week unlimited reschedule period has closed teams will be limited to one (1) reschedule for the remainder of the season.

To successfully complete a reschedule please follow the below steps:

- Log in to league website at www.swrsaleague.ca
- Select the "My Team" tab
- Select "Request" under the Reschedule section on the left hand side of the screen
 - o Select the game you want to change from the dropdown box
 - o Once a game is selected, additional fields will appear on this page

If you are the **AWAY** team:

- Enter the reason for requesting the game change in the "Reason for Change Request" text box
- Click "Submit Request"
- *If the opposing team denies your request, the request is cancelled and you will need to perform a new change request. If your request is accepted, they (the home team) will provide an alternate game date and location, which you will be requested to accept or deny. Denying their new game proposal will cancel your game change request and you will need to go through the process again*

If you are the **HOME** team:

- Enter your reason for requesting the game change in the "Reason for Change Request" text box
- Below that, enter a proposal for a new game time and location. To enter a date, click on the calendar icon to the right of the date field
- A calendar pop-up will appear. Click on the date of your new game proposal
- Once everything has been completed, click "Submit Request"
- Your request will be forwarded to the opposing team for approval
- *If the opposing team denies your request, the request is cancelled and you will need to perform a new change request.*



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The opposing team's contacts are listed at the bottom of each page in this process should you need to contact them directly.

Once confirmed by both team officials, these entries will automatically submit to the League Administrator to review and authorize. Once confirmed by the League Administrator, a confirmation email will be processed and sent to both teams advising of the approved or denied game change.

Re-Scheduling Time Frames

All game changes are to be completed in alignment with League Rules and Regulations. All requests must be submitted via the Reschedule Request Tool at least 14 days prior to the originally scheduled date and at a minimum of 7 days prior to the newly scheduled date.

Any game change requests within two weeks must be submitted manually via the Reschedule Request Form by the Club Contact. A rescheduling fee will apply.

Any game change requests received within 72 hours of kick-off will not be entertained. Game will be played as scheduled or team will default game.

Confirmation of a new time, date and location of a game reschedule must be confirmed by a Club Administrator before team officials submit requests through the league website.
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