

MURSL GAME CHANGE REQUEST PROCEDURE

Game Changes vs. Cancellations:

- **ONLY the HOME TEAM League Representative or Home Team Coach can fill out this form.**
- Use this form only to change the **date, time, or location** of a scheduled game.
- Do not use this form to cancel a game. Instead, notify the **Referee Assignor directly** as early as possible.

Same-Day Cancellations:

- **Before 4 PM:** No fee if Referee is notified.
- **After 4 PM:** If the Referee can't be reached, your **Club will be charged** the full Referee fee at the end of the season.

Referee Assignor contact info is available [here](#) .

Field Closures

If your Club closes fields due to weather or conditions:

- Notify the [League Chairman](#).
- This allows updates to the [Field Closings Calendar](#) and notifications to Referee Assignor and Club reps.

Steps to Submit a Game Change

1. Contact the Opposing Coach

- Home team Head Coach contacts opposing coach.
- Agree on a potential date.
- Use the [MURSL Coaches Contact List](#) for contact information.

2. Contact Your Club's Designated Field Coordinator

- This info should Found on your Club's website.
- Provide:
 - The agreed upon potential date
- Wait for a confirmation of field availability for the proposed date & time.

3. Reconfirm with Opposing Coach

- Once field details are confirmed, inform the opposing coach.
- Let them know you're submitting a MURSL Game Change Request.
- You can hover over the circled question marks (?) for help with each field.

4. Complete and Submit the Form

Include the following:

Home Team Info:

- Club
- Coach's name, email, phone
- **Original game number** (from FINAL schedule only) **do not use Preliminary schedule**

Away Team Info:

- Club
- Coach's name, email, phone
- Confirm if home team's Director of Fields has been contacted
- Confirm if away coach is aware of the change

New Game Details:

- New date and time
- Field name and designation (e.g., Field 1, Field 2, Pond Field, etc.)

Before You Submit the Form:

- **Ensure you have provided all the required information with a quick double check.**

After Submitting the Form:

- The assignor will cancel the original Referee and assign another for the rescheduled game.
- Email both coaches to confirm the rescheduled game.
 - If you don't receive a timely confirmation, contact the Referee Assignor directly.
- The League Webmaster will update the published schedule.

Same-Day Reschedules

If the game is rescheduled **on the same day, follow up with the Referee Assignor directly** after submitting the form.

Final Notes

- Only submit if you have **all the required information**
- ******Double-check your form******

Our Scheduler/Referee Assignor has told us that this procedure is the best one he's seen in place for rescheduling games in all the Leagues he works with.

Thank you for your cooperation with our efforts.

If there are any questions, please feel free to contact the [League Executive Committee](#).