

HOW TO RESCHEDULE A REGULAR SEASON GAME

Process:

The commissioner of each division will be responsible for re-scheduling games.

The commissioner will:

1. Look at available field times and coordinate with each coach to find a date/time/field that will work for the make-up game.

Resource: Practice schedule – only available practice times can be used for make-up games. Make-up games take precedence over practice. At the end of the scheduled season, there should be a few open days for make-up games. Make-up games need to be made-up quickly to ensure enough time to complete all games before tournaments.

2. Notify the Umpire Director of new game information so an umpire can be arranged.

3. Update the schedule in SiPlay.

4. Communicate to the team whose practice will be replaced. Make new practice arrangements, if available.

To update the schedule in SiPlay:

You must be logged in AND be assigned by the League to edit game schedules. Commissioners will be assigned.

To edit a game/event:

1. Go to **sevalley.com > Teams**.
2. Select the Team you want to reschedule.
3. Select **Schedule** from the last side navigation.
4. Select **Calendar View** from the top navigation.
5. Select the game/event you want to edit.
6. Select **Edit**.
7. Update the game date and location.
8. Add a note in the Game Notes section for what the change is, i.e. Re-scheduled game from 4/10/2019 at Draper Park, Field 4.
9. Select **Save**.

