

## Un-Scheduling & Re-Scheduling a Game

The League provided a season scheduled based on information requested in January, February, and March from the teams / organizations. Consideration was given to Field Availability & Black Out Dates from both the home team and visiting teams. Fields are difficult to secure and any margin should be reserved for rainouts. Coordinating team schedules is also difficult to reschedule. Except for unusual circumstances, the games should be played as scheduled.

### Procedure to Un-Schedule a Game:

1. First contact your Township Rep to REQUEST permission to un-schedule your game. Then Contact Eric Medlin at [a2pwebdesign@gmail.com](mailto:a2pwebdesign@gmail.com) (267.825.3555), Commissioner for an approval.
2. If permission is granted by the VIGS Commissioner advise the opposing coach. In the spirit of the VIGS community recreational league, every opportunity should be afforded to the girls to play all scheduled games that they signed up to play. It is understandable that the opposing team may not have time left to reschedule the game due to the balance of their schedule. Unless the game is rescheduled it will be recorded as a forfeit. Unless there are special circumstances a \$25.00 re-scheduling fee will be assessed to your Township, payable to SEPA Umpires before the playoffs.
3. Next- Contact Joe Miller, Umpire Assignor to CANCEL the umpire. YOU MUST send a confirming email to <umpirejoe13@yahoo.com> to cancel a game. The **Subject line** MUST have "**VIGS game cancellation**". The body of the email MUST contain the following: a) Game # (found on the original schedule: the number in Column "A" in red bold font b) Field Location c) Game Date & Time d) Home team e) Visiting team f) YOUR name

Failure to include all of the above information will result in a reply of "not read, no action, email deleted". Timely and proper email format could result in the full umpiring fee being assessed to your organization. You WILL receive a "got it" email from Joe Miller confirming receipt of the information IF your un-scheduling email notification is in the correct format.

## Procedure to Re-Schedule a Game:

1. Mutual agreement between the coaches on possible dates.
2. The rescheduling coach/team needs to contact their organization's Field Director to reserve a field. (If the home field is not available, the game may be played at the visitor's or neutral field.) In the best interest of the girls, try to get all the games played. No matter where the game is played, the scheduled visitor bats first.
3. The coach who initiated the re-scheduled game is to contact Joe Miller, Umpire Assignor to REQUEST an umpire. **Do NOT send an email before ALL the details** are settled between both teams and a FIRM time, date, and place are set in stone. Premature emails will be deleted unread. Emails containing a history of the world dialogue between coaches discussing the rescheduling effort will be deleted unread. A **NEW email** must be sent with the **Subject Line** of "**VIGS game re-schedule – umpire request**". The body of the email MUST contain the following: a) Original Game # (found on the original schedule) b) New Field Location c) New Game Time d) Home team e) Visiting team f) YOUR name. Failure to include all of the above information will result in a reply of "not read, no action, email deleted". You WILL receive a "got it" email from Joe Miller confirming receipt of the information IF your re-scheduling email notification is in the correct format. SEPA Umpires is committed to making a best effort to provide an umpire for your rescheduled games. However, be aware that there exist prior conditions that make very real the possibility that no umpire will be available for re-scheduled games. You will be notified *if* no umpire is available. Play the game with an unpaid volunteer. The League will be credited the umpire game fee (less unscheduling & rescheduling cost). Any credit will be used to offset rain-out show up fees, "double-umpired" suspended and continued games, playoffs. Un-scheduling & rescheduling costs will be billed back to the team/township requesting the schedule change.

Your cooperation is greatly appreciated.