



## **Florida NPL Scheduling Policies 2018-2019**

### **Communication Policy:**

Communication between clubs is vitally important for all NPL soccer events. It is highly recommended that your teams understand the correct procedure and that this is club to club communication. It is important that that your club never misses communications from your opponent. For all clubs use a general email as the primary source of communication for league matches as prompt replies are expected.

Each club must have an appointed person to handle club schedules and said individual must be listed as such on the club administration page on the google docs contact sheet. They must copy their DOC on all communication

### **Policy for Scheduling Matches:**

For NPL, game dates will be provided by Florida Premiership and the home clubs will be responsible for scheduling a time and location.

Clubs are expected fulfill their fixtures and field teams in all scheduled age groups. Florida Premiership expects all games to be played. A non-completed NPL fixture carries up to a \$400 fine. Teams are expected to be available to play anytime on game dates, although home teams need to be flexible when the opponent is traveling from a long distance.

### **Competition Scheduling:**

The location and time for all NPL competitions must be agreed upon by the opposing NPL clubs and reported to the NPL Administrator no later than August 1 of each NPL Season. Any changes to NPL competitions after August 1 must be agreed upon by both NPL clubs. No changes to the NPL competitions may be made, except due to bad weather or as permitted by the NPL Administrator.

Home Clubs: Please do not schedule games before 10am if a team is traveling from more than two hours away unless agreed upon by the travel team (for example if it is the second game on the road and they have spent the night in the area).

Away Clubs: special requests (i.e.: teams involved in group bus travel etc.) must make these known to the home club when the fields are being assigned in July

Scheduling conflicts: It is understood that there may be scheduling conflicts during the NPL season. **In such case, it is expected that a club fulfills the NPL fixture using players 2 teams deep.** In the event this is not possible please coordinate directly with the opponent POC/DOC regarding the rescheduling of conflicts looking for a mutually acceptable date/time for both parties. Keep in mind that a **game may only be rescheduled one time without penalty with the exception of weather.**

Please be aware of all scheduling deadlines (2 weeks prior, see below). All games, including reschedules, must be confirmed and on the schedule by the NPL scheduling deadlines. All schedules will be locked and can only be rescheduled if both teams agree.



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After NPL scheduling deadlines have passed, both teams must agree upon any game that needs to be rescheduled. This must be achieved well in advance of the original game date with the game change request form submitted for approval 14 calendar days prior to the original date.

### **13 days or less reschedule Policy: (\$50 fine)**

There are many reasons for having a minimum two week window for all reschedules (other than for weather)

- The referee assignor must be given ample notice for rescheduling referees. Part of the home field reschedule checklist is to check with the referee assignor to ensure referees are available. Many of the reschedules only involve one team and it is difficult to schedule referee crews for one game by itself. If you are unfamiliar with the method of assigning referees used by your assignor please take the time to familiarize yourself. Please remember that this is a club competition and not an individual team competition.
- Home clubs may have to rearrange field assignments with city or county agencies and may incur costs in order to do so
- The non-requesting club needs ample time to schedule a fixture or tournament date themselves ( had they known their opposition was going cancel they could have made arrangements well in advance themselves)
- The NPL administrator needs ample to adjust the schedule on the website.

***PLEASE NOTE: If the GCRF is not received 4 days prior to the original game date an additional \$200 fine will be assessed to the requesting club. An incomplete GCRF ( ie: TBD's) will not be accepted to avoid a fine.***

Clubs must give their opponent notification a minimum of (4) four calendar days if attempting to rearrange an away match. Anything less than 4 days' notice may require the payment for field and referee costs. This will also require NPL Administrator approval. This will be a \$250 fine and possible points forfeited. Contacting NPL after the event that was not played will result in **both** clubs receiving discipline and additional fine (\$50)

### **Below are recommend solutions to frequently posed problems:**

A) Too many players missing (ODP, sick, testing, Prom, Homecoming, etc): Solution: - Remember that any player from your club is available to participate with your team as long as they are of correct age. In league matches please use 2nd team players or players from younger teams within your club to fill out your roster. As long as a player has a USCS pass with your club they would be eligible to play with your team when short players.

B) Missing Coach: Solution - Any coach with a valid USCS pass for your club is able to coach any team in that club. If your coach has several commitments then it is recommended that teams have an assistant coach or another coach from the club available to cover games.



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C) No Fields Available: Solution: - It is expected that if your team is playing in NPL that your team has a quality field and access to fields. Fields need to be lined with proper dimensions as per posted rules. This excuse will not be acceptable for a cancellation of a match. There is an understanding that city and county agency fields may, infrequently, be made unavailable but this codicil is the exception.

D) Tournaments other games: Solution: - NPL understands that teams will possibly do a tournament during the time of League matches. This will be an acceptable excuse to ask for a reschedule but it must be done and rescheduled by NPL scheduling deadlines. And the tournament stated on the GCRF. Please plan your schedule well in advance. We all know you have to apply well in advance to these events.

### **RESCHEDULE PROCEDURE:**

- 1. Reschedules should be achieved more than 14 days prior to the original date, start early as it will take time to cover all three criteria and using a GCRF (Game Change Request Form)**
- 2. When a conflict is identified the DOC/designated club scheduler will contact the opposing DOC/designated club scheduler by email (copying FPL Admin on the initial email) with the reason and formal request to reschedule. This is not to be undertaken by individual team managers/coaches. Remember that this is a club competition and not an individual team competition.**
- 3. The clubs will work together to find a mutually agreed upon date that fits the referee, field and team availability criteria. It is the responsibility of the requesting club to ensure the GCRF is sent in on time and it is imperative that clubs work together so that all dates, field and times details are agreed promptly in order for the GCRF to be completed in a timely manner.**

Once the dates and times/fields are set, the club requesting the change completes a GCRF (Game Change Request Form). This form should be completed with the Google Form Link, when the form is completed the league scheduler will be notified via email of the request. It is the responsibility of the requesting club to have the GCRF approved within the NPL deadlines. In order to achieve the reschedule the process must be started early enough (approx.. 3 weeks prior to original game date) so that all information required for the GCRF can be sent in a timely manner.

- 4. FloridaNPL/NPL/USCS will approve contingent on the length of notice and/or reason for the request**
- 5. Any consistent deviation from procedure will require approval of the NPL Administrator for subsequent requests and consideration of attendance in the Florida NPL for the following year.**