



## **Florida NPL Scheduling Policies 2019-20**

### **Communication Policy:**

Communication between clubs is vitally important for all Florida NPL soccer events. It is highly recommended that your teams understand the correct procedure. It is important that that your club never misses or is tardy with respect to communications to and from your opponent.

Each club must have an appointed person to handle club schedules and must be listed on the Club Contact List. It is the responsibility of the club to keep this form updated. The Club POC and/or designated scheduler will handle all communication as prompt replies are expected. If the POC changes, the Club must inform all by email and update the Club Contact list google DOC.

### **Competition Scheduling:**

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

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

NPL 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.

Any changes to Florida NPL competitions may be made as permitted by the NPL Administrator.

Scheduling conflicts: It is understood that there may be scheduling conflicts during the NPL season. Any changes to NPL competitions must be agreed upon by both NPL clubs. In such case, please coordinate directly with the opponent club POC regarding the rescheduling of conflicts looking for a mutually acceptable date/time for both clubs. This must be undertaken within the expected NPL communication deadlines. Keep in mind that a game may only be rescheduled one time without penalty with the exception of weather.

### **RESCHEDULE PROCEDURE:**

- 1. Reschedules should be achieved well in advance of the game date, it is recommended that you start 4 weeks early as it will take time to cover all three criteria (date, time and referee) and complete the online GCRF (Game Change Request Form). The GCRF is due 14 days prior to game day**



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2. When a conflict is identified the DOC/designated club scheduler will contact the opposing DOC/ designated club scheduler by 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. Regardless of who is filling out the form it is imperative that **all criteria details are confirmed promptly** in order for the GCRF to be completed on time.
4. Once the dates and criteria are set, the club requesting the change completes the online GCRF. **It is the responsibility of the requesting club to have the GCRF approved within the NPL deadlines**
5. Florida NPL/NPL/USCS will approve contingent on the length of notice and/or reason for the request
6. 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.

There are many reasons for having a minimum 14day 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. Consequently, a late reschedule may also have to pay ref fees to be billed from the home club to the away club if the away club reschedules week of the game.
- 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 within NPL deadlines the following fines will be assessed:***

**GCRF after Tuesday 5pm week of play: \$250**

**No GCRF Or postponed with no date: \$400**

**No Show: \$600**

**2<sup>nd</sup> game reschedule: \$250**



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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.

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 9 except for weather related closures). There is an understanding that city and county agency fields may, infrequently, be made unavailable but this codicil is the exception. In any field availability situation, all possible venues that can be used should be explored.

D) Tournaments: Solution: - NPL understands that teams will possibly do a tournament during the time of League matches. Florida NPL does its best to schedule around all tournaments so this may be an acceptable excuse only if it is done and rescheduled by NPL scheduling deadlines. Please plan your schedule well in advance. We all know you have to apply well in advance to these events.