

OKC 405 FC Cancellation / Reschedule Procedure

The cutoff is the Sunday 11:59 pm, prior to that weekends matches for ALL traveling and adult leagues which have 3 referee positions. For in-house youth leagues, 1 referee position, all requests must be received by Tuesday 11:59 pm.

Cancellation Only

1. Contact opposing coach and request cancellation.
Both coaches must agree to cancel.
2. Coach requesting cancellation sends completed form via email to (405 VP2 or designate).
3. (405 VP2 or designate) will respond with a confirmation of receipt.

Cancellation with Reschedule request

1. Contact opposing coach and request cancellation.
Both coaches must agree on the cancellation.
2. Coach requesting the cancellation sends email to (405 VP2 or designate).
3. (405 VP2 or designate) will acknowledge the receipt of the email.

Note: Confirmation of new date and time may not be immediate.

Reschedule request from previous cancellation.

1. Contact opposing coach and request reschedule dates.
Both coaches must agree on the dates and times.
2. Coach requesting the reschedule sends email to (405 VP2 or designate) a minimum of 7 days before requested date/time.
3. (405 VP2 or designate) will reschedule and confirm the accepted date.

Note: Confirmation of new date and time may not be immediate.

Policies

1. All cancellations must be received the Sunday prior to the weekend's matches to avoid paying referee fees. Any requests made after the deadline will require referee fees to be paid.
2. Coach requesting a late notice cancelation will be required to pay the referee fees prior to the game being rescheduled. Please let traveling away teams know of this as well.

If referee fees are to be paid as a result of late cancelations, the following fee structure is to be followed and must be paid prior to the match being placed back on the calendar.

U8: \$75

U10 & U12: \$150

U13 & U14: \$175

U15 & U16: \$200

U17, 18, 19: \$225

Adults: \$250

Game Cancellation or Rescheduling Policy for competitive, traveling, adult, and academy

Any OKC 405 Competitive, traveling, adult or academy team may request to cancel any game at any time (such request must be made with OKC 405 regardless of league (i.e. OCL, OPL, ECNL, NPL, SRPL, etc.)). The following shall apply depending on the time of the request with respect to the scheduled game time (the team's timeliness of their request determines which applies). Requests will be determined by email timestamp.

- **Fee Based Cancellation and/or Reschedules –**
 - If the cancellation request is within 7 days or less of the scheduled date of the match being requested to be canceled, then the canceling team **MUST** pay OKC 405 an amount equal to their referee fees for the game as if the game were played. Such canceled match will be allowed to be rescheduled subject to the Reschedule Game Policy below.

If referee fees are to be paid as a result of late cancellations, the following fee structure is to be followed and must be paid prior to the match being placed back on the calendar.

U8: \$75

U10 & U12: \$150

U13 & U14: \$175

U15 & U16: \$200

U17, 18, 19: \$225

Adult: \$250

- **No Fee Based Cancellation and/or Reschedule** - If the cancellation request is greater than 7 days of the scheduled date of the match being requested to be canceled, then there is no fee to be paid and such canceled game can be rescheduled subject to the Reschedule Game Policy below.

Home Team Responsibilities for Game Cancellations and Reschedule Requests:

- All game reschedule requests and cancellation notices are subject to OKC 405 rules as applicable and such requests or notices are the responsibility of the "Home" Competitive, traveling, or adult teams and must be made in writing to the OKC 405 (405 VP2 or designate).
- **The date of receipt of the email will determine if the time frame fees above apply. All requests are to be done by email in all cases.**
- The responsibility for payment of all fees is the responsibility of the OKC 405 "Home" team regardless of the situation involving or not involving the "Visiting" team.
- Game cancellation & reschedule requests must be made by "Authorized" team representatives in order for it to be considered. "Authorized" representatives for

Competitive and In-house Teams are the (a) head coach and (b) team manager on record with the OKC 405 Main Office.

- It is each Team's responsibility to ensure OKC 405 has the appropriate representatives and their contact information on file.

Valid Reschedule Date Request. Any Competitive, traveling, or adult team may request to reschedule any league match provided it is a "Valid" request. A "Valid" request regardless of situation is one where the date for the rescheduled game is greater than ten (7) days from the "Request Date" (meaning the date in which the request is made from when both opponents and OKC 405 have all mutually agreed on the rescheduled date and time as well as when field and referee availability is confirmed). In other words, if a request is made and then five days were taken to settle on a mutually agreed to date, time, referee and field availability, the (7) days starts from the day of such mutual agreement and its corresponding confirmed reschedule request.

No-Show Policy

A Team who does NOT show up ready to play at their scheduled time for reasons other than because their game was cancelled or was rescheduled, will be considered a NO SHOW. Competitive (OPL and non-OPL) and In-house NO SHOW teams will automatically forfeit their scheduled game and those games will not be allowed to be rescheduled and they must pay OKC 405 an amount equal to their referee fees for the game as if the game were played PLUS an administrative and processing fee of \$50.00 for any In-house or Competitive match. SEE "OKC 405 Payment Policy for Competitive/In-house Non Payment of Referee Fees for No-Shows and Matches".

In most cases, if games are cancelled, they will be done incrementally throughout the day unless notified otherwise. All teams must come to the fields ready to play unless their specific game time has been cancelled. All games canceled by OKC 405 in this event may be rescheduled per the Reschedule Game Policy above.