



**BASEBALL/SOFTBALL GAME RESCHEDULE FORM**

See the reverse side of this form for guidelines in rescheduling a game and step by step procedures. No exceptions or deviations.

**A. GAME I REQUEST TO BE RESCHEDULED**

(To be completed by requesting coach)

1. Requesting coach name \_\_\_\_\_

2. Fax # \_\_\_\_\_ 3. Telephone - Work \_\_\_\_\_ Home \_\_\_\_\_

4. Baseball or softball game \_\_\_\_\_ 5. Grade \_\_\_\_\_

6. I am requesting to reschedule the following:

Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Field \_\_\_\_\_

7. Reason why I am requesting to reschedule \_\_\_\_\_

8. Number of players on team affected by this conflict \_\_\_\_\_

9. Opposing coach name \_\_\_\_\_ Telephone \_\_\_\_\_

**B. ALTERNATIVE DATES PROVIDED BY BVRC TO RESCHEDULE**

(To be completed by staff)

Request to pursue a reschedule has been: \_\_\_\_\_ approved \_\_\_\_\_ denied

Reason request was denied by staff \_\_\_\_\_

Day/Date \_\_\_\_\_ Time \_\_\_\_\_ Field \_\_\_\_\_

Day/Date \_\_\_\_\_ Time \_\_\_\_\_ Field \_\_\_\_\_

Deadline for coach to return form to BVRC \_\_\_\_\_

**C. AGREED UPON DATE OF RESCHEDULE BY BOTH COACHES**

(To be completed by requesting coach)

New Day/Date \_\_\_\_\_ Time \_\_\_\_\_ Field \_\_\_\_\_

**D. APPROVED BY BVRC STAFF** (to be completed by staff)

Date received/approved \_\_\_\_\_ Supervisor \_\_\_\_\_



## GAME RESCHEDULE POLICY/GUIDELINES

- Rescheduling a game requires a good deal of time and coordination. There is no guarantee BVRC will accommodate a request. **A rescheduled game affects two sets of parents; parents who may already have their plans in place. In addition, coaches were given the opportunity to provide team conflicts to the BVRC before the game schedules were posted on May 4.**
- A request will be considered only if the majority of the team is affected.
- Only one request will be considered for each coach.
- No requests will be accepted after May 18 (grades PreK-1). Coaches should be aware of all team conflicts by May 18.
- The requesting coach will be required to initiate and coordinate the rescheduling process following the steps outlined below.
- The opponent of the requesting coach is not required to change the original game date/time. If the opposing coach does not wish to change, the requesting coach will have two options: 1) invite a player(s) onto his team following the guidelines in the BVRC Rulebook or 2) forfeit the game.

## RESCHEDULING – STEP BY STEP

1. Requesting coach needs to fill out the game reschedule form found online (this form can not be completed after May 18 (grades PreK-1). Coach completes section “A” and returns form to BVRC (BVRC fax – 685-6031).
2. Staff will review the request and if approved will, within 3 days, return the form to requesting coach with two alternative dates on which the game may now be played (section “B”). From this point, the requesting coach will have 7 days to complete the rescheduling process (contacting the opposing coach and returning the form to the BVRC). The process must also be completed 3 days before the date of the game that the requesting coach would like to be changed.  
Reason for the 7 day deadline – the two alternative game times given to the requesting coach are being held open, but will only be held for 7 days. Reason for the minimum 3 days – umpires may need to be scheduled, parents informed, etc.
3. If opposing coach consents to one of the two alternative dates, requesting coach will confirm the change with the opposing coach, complete section “C” and return the form to the BVRC, adhering to the deadlines in #3 above. By completing section “C” and resubmitting, the requesting coach has indicated that he (not the BVRC) has confirmed the new date with the opposing coach.
4. BVRC staff will approve the reschedule and change the game online. If requesting coach did not confirm the change with opposing coach, the change will not be valid.

**BVRC Sports Department Telephone 685-6030, Fax 685-6031**