

MAISL Game/Match Reschedule Procedure

TO: All schools and parishes participating in MAISL sponsored athletics
RE: Game/match rescheduling

ATTN: Principals, MAISL Rep., Athletic Associations & Coaches

MAISL Game/Match Reschedule Procedure

(Effective 9-1-96)

This procedure was implemented by the MAISL Executive Board during the fall sport season of the 1996-1997 school year. The Area-3 Principal's Association asked that MAISL in conjunction with that organization set up a reschedule procedure that would become the standard way in which all game/match change requests would be handled. A high level of importance was put upon the need for both principals (pastor or Athletic Director if a parish) of the participating schools to be aware of the request, agree on it's validity and then have the approval of the current Area-3 Rep. (MAPA) to the MAISL Executive Board. The final decision **can not** be made by the Board, it's Chair, School/Parish MAISL Rep., or the Commissioners.

Scheduled MAISL sponsored league and/or tournament games are your FIRST priority. If you wish to enter an invitational or independent tournament you must list this as a NO PLAY date when your Principal/MAISL Rep. submit the gym use schedule or team information to the MAISL Scheduling Committee. Even if you are not sure but think a team may participate in an event, ask for it off. All school/parish related conflicts must also be submitted at the same time for consideration by the committee. Please keep in mind that the more NO PLAY dates requested by a team the more multiple game weekends that team will have when the schedule is prepared.

Some of the unacceptable reasons for change are: *(list shall not be limited to only these items)*

- Participation in an invitational or independent tournament
- UW and/or NCAA events
- Packer or other NFL games
- Girl, Boy, Cub, Brownie Scouts
- 4-H
- WYSO
- Don't want to play on a particular day
- Don't want to play in a particular facility
- Coach has a personal conflict *(get another adult)*

All teams and/or schools will be held to the same level of accountability. To be fair to all participating schools/parishes this policy and it's regulation will be administered in the same fashion for all requests. Individual administrators, Commissioners, MAISL Executive Board or it's Chair **do not** have the authority to change a league/tournament schedule based upon a special request from a school/team/coach. Schedule errors, loss of scheduled gym space and inclement weather are acceptable reasons for allowing a Commissioner to make changes without full compliance with this policy. The Board Chair and the Area-3 Principal's Rep. (MAPA) should be contacted by the Commissioner prior to the league's notification of any schedule change.

If there is a concern by the Commissioner, Area-3 Rep. (MAPA) or Board Chair regarding the validity of the requested change in schedule we reserve the right to ask for written documentation showing

the actual event for which the change has been requested.

The game/match reschedule procedure is as follows:

- 1) School Athletic Association or individual coach contacts the principal of their school to inform him/her of a conflict (schedule errors made by the Commissioner/Scheduling Committee will be corrected by the MAISL Board) with a scheduled game/match.
- 2) The principal reviews the request to see if they feel it may fall under the limits set as stated in the policy.
- 3) The principal of the school requesting the change contacts the principal of the school who's team would be affected.
- 4) After discussion BOTH principals must agree that they feel this may be a legitimate request for a schedule change.
- 5) The principal of the school requesting the change must contact the current Area-3 Principal's Rep. (MAPA) to the MAISL Executive Board for final approval of the request. Approval **MUST BE GRANTED** for a change to be made.
- 6) The school requesting the change must then find a mutually agreed upon alternate venue, date, and time. They shall hire and pay for the officials needed (1 volleyball, 3 football, 2 refs and 1 scorekeeper for basketball or 1 umpire for softball) to play the game/match.
- 7) If all of this has been done (excluding the actual team game/match) the Principal and/or MAISL Rep. of the school requesting the change will then contact the appropriate Commissioner and tell them to take the game off of the schedule. The Commissioner must be given the change date, time and location, the school requesting the change is responsible for informing the Commissioner of the game/match results.

ALL OF THIS MUST BE COMPLETED NO LESS THAN 10 DAYS PRIOR TO THE ORIGINALLY SCHEDULED DATE OF THE GAME/MATCH WITH WHICH THERE IS A CONFLICT.

Any school/team that does not follow this format will forfeit the game/match (even if the game has already been played). **THIS MEANS A DOUBLE FORFEIT.** Both teams also stand the chance of being denied entry to their league's season ending event (League Season Ending Tournament, League Finals, Roundball Retreat etc.). Flagrant violations may require a team(s) to forfeit their entire season.

Please assist us in attempting to keep the program running as smoothly as possible by honoring your schedule. If you must ask for a change, review this procedure and determine if it is truly worth your time and the time of all the others involved.

Sincerely

Mr. Michael Schultz
MAISL - Chair
Football Commissioner

Participating School Principals
2013 – 2014

Mr. Ray Shunk
Basketball/Softball Program Commissioner

Ms. Deanna Grahm
Volleyball Program Commissioner