



# Ohio Travel Soccer League

## Game Scheduling Information

### 1. Game Scheduling Policies/System:

- Game changes will only be accepted using the game change system and only a community rep can access the game change system.
- Pre-Season Game Scheduling - Do not reach out to opposing team coaches regarding game scheduling, pre-scheduling is between community reps only and many communities do not share game schedules with coaches until they are posted.
- Game Reschedules (after schedules are posted by OHTSL) -
  - Requests MUST be submitted to the game change system for OHTSL approval 7 days prior to the current game date (this means both communities need to have approved the reschedule 7 days prior to the current game date). *Exception to 7 day rule: game cancelled due to weather related field closure*
  - Teams will be limited to a maximum of 3 game reschedule initiations per season. *Exceptions will be games postponed due to inclement weather.*
- When a game has been approved by the league, the game date/time will be updated in the system.
- If you have requested a game change but have not seen a response from the opposing rep after a couple days, please attempt to contact the opposing community rep directly before contacting OHTSL.

### 2. Access the Game Change System:

- Log into the OHTSL site with your community rep credentials
- Access: League -> Game Change
- A table will be displayed that shows all of the games for your community, sorted by date and time
- The Status column will display the current status of the game

### 3. Requesting a Change:

- Click the Change button
- Select up to three date/times for the reschedule
- Enter a brief description of why you need to change the game
- Click the Request button

### 4. Accepting a Change:

- Click the Change button
- Click the radio button next to the Date Option to accept
- Click the Accept button

### 5. Request Other Options/Offer Alternate Dates:

- Click the Change button
- Click the Offer button
- Select up to three date/times for the reschedule
- Enter a brief description of why you need to offer alternative dates for the game

- Click the Request button

## 6. Cancelling a Request:

- Click the Change button
- Click the Cancel button

## 7. Game Reschedule - Location Change:

- If the game rescheduled results in a location change the home team community rep will need to update the game location on OHTSL.com after the game has been approved and updated by OHTSL.
- Log into OHTSL website -> League -> Game Location
- To Edit:
  - Check the box next to the game locations you want to update
  - Select the radio button of the field you want to move the game or games to
  - Click the "Update" button

## 8. Neutral Game Site Locations & Contacts:

- For D3-D5 teams who play an opponent with a game location that is longer than the length of the game the game can be rescheduled for a neutral site location.
- Game Length:
  - 7v7 = 50 minutes
  - 9v9 = 60 minutes
  - 11v11 = 70 minutes
- Process:
  - A Community Rep from either team may contact [admin@ohtsl.com](mailto:admin@ohtsl.com) to request neutral field space
  - OHTSL will identify a neutral site location and provide the Home community the name of a neutral site contact to request field availability
  - Both teams will work together to agree on a game date/time (using the game change scheduling system)
  - The home team must notify [admin@ohtsl.com](mailto:admin@ohtsl.com) & the Neutral Site contact of agreed upon date/time
  - OHTSL will schedule a referee for the neutral site game
  - OHTSL will cover the field fees paid to the neutral site communities
  - The home team will still pay the referee fee