



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 - Pre-scheduling is between community reps only as many communities do not share game schedules with coaches until they are posted.
- Game Reschedules (after schedules are posted by OHTSL) - Each team can only initiate 3 game changes once the schedule has been posted by OHTSL. Requests MUST be submitted through the game change system for OHTSL approval by 8pm 5 days prior to the current game date (this means both communities need to have approved the reschedule 5 days prior to the current game date).
 - *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.*
- Forfeitures - any game change requests less than 5 days prior to the game date will result in a forfeit. This means the team that is unable to play at the originally scheduled date/time will be required to pay the referee fees (based on amount listed on OHTSL.com) and ref assignor fee (\$10) and the game score will be entered by both teams as a 0-5 loss for the team unable to play.
 - *Exceptions: game canceled due to weather related field closure or school sports events rescheduled (may require proof school reschedule) within the 5 days.*

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. Canceling 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 Policies / Systems:

- For D1-D6 teams who play an opponent with a game location longer than the length of the game, the game can be rescheduled for a Neutral Site location.
- The Neutral Site location should be closer to the home team, not necessarily halfway.
- Game Length:
 - 7v7 = 60 minutes
 - 9v9 = 60 minutes
 - 11v11 = 70 minutes
- Process:
 - During the "Preliminary Game Scheduling" process a Community Rep contacts admin@ohtsl.com to request a neutral site location.
 - OHTSL Administrator will identify a neutral site location, update the game scheduling system with the new location and notify both Community Reps.
 - Both reps work together to agree on a game date/time (using the game change scheduling system).
 - OHTSL will compensate the community hosting the Neutral Site game (\$35.00 per game).
 - The home team still pays the referee fee.