Champions Conference Self-Scheduling Guidelines

Process:

- Teams are responsible for working together to determine an agreed upon date/time to complete the matches.
- Home team is responsible for securing and paying for a field at the agreed date & time.
- Home team is responsible for providing the date/time/location to NYSW **by 5:00pm on Friday, March 15th**.
- **Before a game can be scheduled in GotSport, the club administrators must make sure that the Venue has been added to the club. Instructions on this process can be found here.**
- **All games are pre-scheduled for March 31st. You will need to go to this date on the calendar to find your unscheduled games. Make sure you click on the date to see the games available to edit.**
- **Home teams will go into GotSport and move the games to the agreed upon date/time/location. Instructions on the process can be found here.**
- If a date/time is not agreed upon by the specified deadline, **NYSW will select a date & time frame to be determined.** The home team will be responsible for finding a field location on the date and within the time frame selected by NYSW. If either team is not willing to play on the date selected, they will be charged a forfeit, and all fees will be due.
- NYSW will schedule and confirm the referee assignments for the matches.
- Both teams will split the cost of the referees and will need to pay cash at the field.
- Changes to the schedule can be made after the schedule is final for legitimate reasons, but they must be made according to the procedures in the rules document and the changes will incur the applicable fees and fines.
- Each team will be allowed **4 game changes/ reschedules** in season free of charge. A game change includes time changes, location changes, as well as date changes. Any additional changes will result in a $20.00 fee per change. This is plus any applicable game change costs that follow the reschedule fee guidelines listed in the fee table.
- Games must be played April 19, 2024 – July 14, 2024. *We recommend against scheduling games on July 14th, that date should be saved for make-up games if needed to ensure all games are completed within the required timeframe.*