

Match Reschedule Request Procedure

(This is not the procedure to follow for rainouts.)

1. **Secure League Approval**- Submit your reschedule request after reading the guidelines listed in [Policies and Procedures Section 6.4.E](#).
2. Apply for a schedule change by emailing BRCL's Administrator (BRCLsoccer@cox.net) the game number, current game date, time and field, and the reason for your request. Please allow up to 72 hours for the League office to respond to your request. You will be notified via email if your game reschedule request is approved.
3. **If approved, the requesting team contacts** the opposing team manager to discuss which dates are mutually open for rescheduling.
4. **Home Team Checks Field Availability** – Review with your club's Field Coordinator.
5. **Within two weeks, the Requesting Team Confirms Change** – Confirm via email to BRCLsoccer@cox.net and the opposing team manager the new game date, time and field (include game number).