

Introduction

Regional Club League Procedures and Policies set operational standards that are not defined as rules. These policies and procedures should be followed to bring Regional Clubs closer to operational agreement and a smoother administrative process.

Scheduling and Re-Scheduling Policy

Please see the **RCL Operating Rules**, specifically 2.14, for scheduled time frames for matches. The policy for setting schedules and organizing reschedules is as follows:

1. All home teams control their own field schedule and as such, the fiscal and logistical limits for that Club to execute rescheduled matches must be respected.
2. Notification for field location and match times cannot be later than 96 hours prior to the match kickoff. Additional changes required after the away team confirms the time and location must be mutually agreed to in writing.
3. Notification for field location and match time changes must be confirmed by the away team. Teams that do not communicate changes or responses to changes in a timely manner may be subject to fines. Valid attempts to communicate to the Manager/Coach/Director of Coaching are (in order of priority):
 - a. Phone call (not voice mail)
 - b. Affinity update
 - c. Email
 - d. Text
4. Priorities for reschedules (in order):
 - a. Field availability (due to weather conditions or uncontrolled events)
 - b. Player availability (due to illnesses or uncontrolled events)
 - c. Coach availability (due to conflicting schedules or an uncontrolled event)
5. While re-scheduling away matches that are expected to be double-headers, the away team must inform the home team(s) of their intent and that the double-header rules for scheduling the match are in play.
6. Away teams that require a new game date must submit a reasonable number (at least 3) of alternative dates for consideration by the home team.
 - a. If no alternative game date can be found between the teams at least 2 weeks prior to the match being played, the issue should be escalated to the Directors of Coaching of the clubs for resolution.

- b. If no alternative date can be found after escalation, the match is played as scheduled.
 - c. If the match passes its scheduled date without an agreed-upon reschedule date, that match is listed as an “un-played” match with no points for either team. In the event that a weather event or crisis prevents the match from executing, the teams may notify the League Administrator and reschedule within 48 hours of the event without the match relegating to “un-played” status.
7. Before plane tickets are purchased to fly to an away match date, the away team must disclose the pending purchase to the home team **prior** to the confirmation of the date and time. No reschedules will be considered if this disclosure is not documented.
 8. Manager contact must be confirmed on any proposed schedule change, through the Affinity platform (preferred) and through written confirmation of the change.
 9. Once the schedule is published in Affinity, teams must come to a mutual agreement for any change to the scheduled dates. Times and location are at the discretion of the home Club, but once confirmed by the away team 72 hours prior to the match, mutual agreement to any further change must be reached. Please follow Affinity’s directions for updating home fields and match times.
 10. No reschedules into the last 2 weeks of the league season will be permitted unless reviewed and approved by the League Administrator.
 11. Intra-club matches (“A” team versus “B” team from the same Club) will not be scheduled during the last 25% of the league season: Fall, Winter, or Spring.

Match Day Responsibilities

RCL rules clearly define the responsibility of the teams for field dimensions, goal size, goal nets, and referee coverage. Please see the **RCL Rules of Competition** for more details regarding referee reports, filing match reports, and the difference between match protests and requests for hearings on disciplinary cards issued.

- Only Affinity rosters are considered official RCL rosters for the 2014-2015 season. Please have your rosters uploaded (free as a service from Affinity) prior to the season
- Sideline behavior is the responsibility of the Coach of each team. Please follow the sideline policy as issued by your Club.
- RCL Disciplinary Committee reviews the reports from managers and from referees. Please have managers immediately input all cards issued, listing the player/coach and the foul, and goals scored in the Affinity system following the match. This allows us to adjudicate cards issued much faster and relay the information back to teams in a timely manner.
- Match results may be protested if the fields do not pass inspection from the coaches and referees.

- Protests of the match results **MUST** be from a violation of a FIFA rule or misapplication of a Regional Club League rule and **MUST** be lodged with the referee immediately following the match. The opposing coach must also be notified at that time.
- Contested cards – any card issued at a match for a player or coach may be appealed; a request for a disciplinary hearing with the RCL Disciplinary Committee is required to resolve the issue. Evidence on the FIFA rule that was not applied correctly by the referee and any information on the conditions in which the card was issued may be submitted as evidence; that filing must occur within forty-eight (48) hours of the match completion. Red cards are a required minimum one (1) game sit-out for the Coach or the Player (next scheduled match for **that team**). Players issued a red card or under a sit-out with a team **may not be player passed with either the Association Pass or the Club Pass**.
- Home teams failing to provide referee coverage cannot force the away team to accept replacement referees, and if the away team declines the replacement referees, the match **will be replayed** at a neutral site (roughly half the distance between the teams based on available fields).

Communications

Managers should be in regular contact with the opposition managers to ensure that all possible options for scheduling be executed according to the rules.

Conflicts between teams regarding scheduling that cannot be resolved 2 weeks prior to the match date must be immediately escalated to the Club Directors of Coaching to resolve. Failure to resolve the issue at the Director of Coaching level escalates the issue to the Regional Club Subcommittee for final instruction/decision. Please note that all communications need to be responded to in a timely manner for resolutions to occur.