

## TEAM MANAGER RESOURCES

### Pre-Season Team-to-Team Rescheduling of Matches for NPL & TCSL Seasonal Leagues

*Chat with Opponents, Check with your Club, Submit to TCSL for Approval*

*Updated for Summer 2026*

TCSL and NPL seasons have “reschedule windows” that allow for teams to change match dates after the TCSL schedule is released. This process also applies to communicating a field change or cancellation due to weather during the season.

**The deadline to submit reschedules for the Summer season is April 8, 2026.**

*After this point TCSL will consider reschedules only for weather or other emergent issues brought to our attention by our member clubs (flooding, field damage, etc.).*

***It is expected that clubs will arrange for substitute coaches and club pass players as needed to ensure matches can be played as scheduled.***

During this window, matches may be moved off of set “play nights” only if agreed upon by both teams involved and the home club has field space and match officials available. Rescheduled matches may be played on any day of the week if these conditions are met.

### **The process to reschedule a match during the reschedule window is as follows**

*(completed in order)*

[To view your team schedule, log in to GotSport HERE.](#)

[How to: View Team Schedule as Coach or Manager](#)

- Communicate with opponent and coordinate the new date/time/location for the rescheduled match.

It is very important that this correspondence happens within GotSport chat for the specific match. This ensures that all team contacts receive the information and allows TCSL to provide support if necessary. Having access to the entire communication thread is very helpful in these circumstances.

[How to Communicate \(“Chat”\) with Opponents in GotSport](#)

**\*\*With each chat message, an automatic email will be sent to all team contacts\*\***

2) The **home team** will then need to secure field availability from their club to ensure that there is field availability for the date on which you are trying to reschedule.

3) Once teams have communicated via the “Chat” above and a date/time/location is agreed upon, the **home team** submits a “Request” to the TCSL office with details of the new date/time/location.

**\*\*Do not submit the “Request” until the home club has confirmed field availability AND the opponent has agreed to the new date/time via chat.\*\***

[How to submit a reschedule request as the Home Team](#)

*[Sidenote: if you are accessing the final match in your schedule, you may need to scroll up so access all options for that event after clicking the “...” [as shown here.](#)]*

Upon approval, the home referee assignor and home field coordinator will also receive the details via email.

*NOTE: TCSL staff may approve submitted requests without away team approval if the team chat shows that both teams are in accord with the submitted details. In this case, the away team will see “Request Approved” when they go to accept.*

In general, the team communication pathway always follows the steps below.



# TCSL RESCHEDULE PROCESS

## Step-By-Step Instructions

### INITIATE RESCHEDULE

Teams communicate with each other in GotSport about the need to reschedule and possible date options.



### HOME TEAM CHECKS FIELD AVAILABILITY

The home team checks with their club field scheduler about field availability on various dates discussed in Step 1.



### CHECK BACK WITH OPPONENT

Loop back with the away team to confirm the details for the new match - date/time/location.



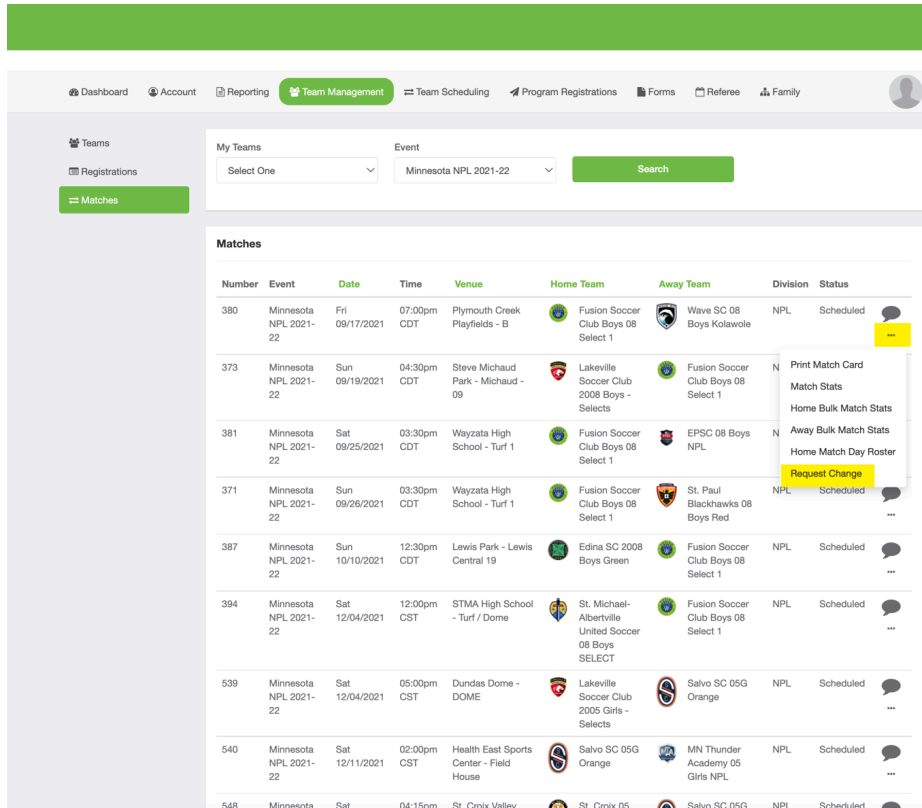
### SUBMIT THE FINAL DETAILS TO TCSL

In GotSport, the Home team submits the new date/time/field location to TCSL. TCSL will approve the request and notify all appropriate parties.



A step-by-step visual walkthrough of the process in GotSport is on the following pages.

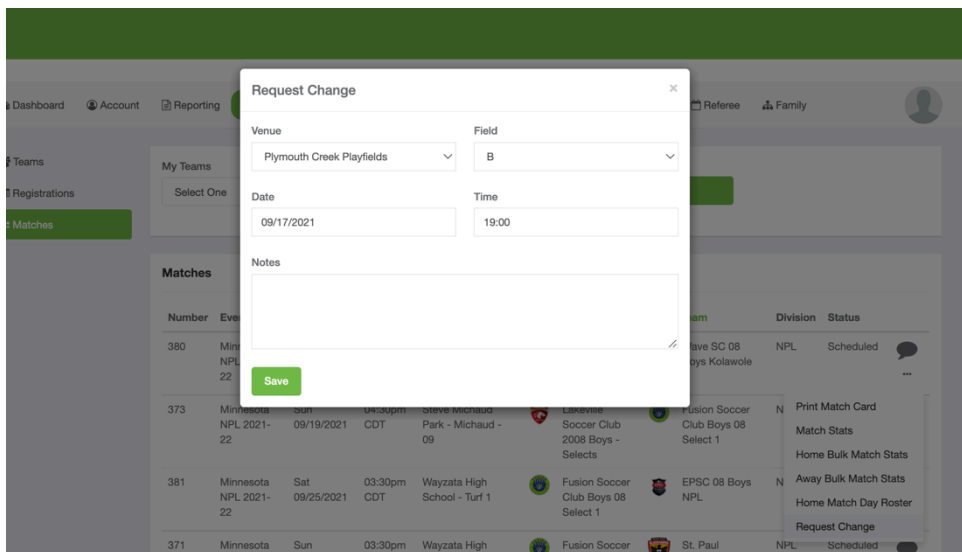
Log in to your GotSport profile and navigate to the Team Management tab, then Matches at left.



The screenshot shows the 'Team Management' section of the GotSport website. The 'Matches' tab is selected in the left sidebar. The main area displays a table of matches for the 'Minnesota NPL 2021-22' event. A dropdown menu is open for match number 371, showing options like 'Print Match Card', 'Match Stats', and 'Request Change'.

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
380	Minnesota NPL 2021-22	Fri 09/17/2021	07:00pm CDT	Plymouth Creek Playfields - B	Fusion Soccer Club Boys 08 Select 1	Wave SC 08 Boys Kolawole	NPL	Scheduled
373	Minnesota NPL 2021-22	Sun 09/19/2021	04:30pm CDT	Steve Michaud Park - Michaud - 09	Lakeville Soccer Club 2008 Boys - Selects	Fusion Soccer Club Boys 08 Select 1	NPL	Scheduled
381	Minnesota NPL 2021-22	Sat 09/25/2021	03:30pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Boys 08 Select 1	EPSC 08 Boys NPL	NPL	Scheduled
371	Minnesota NPL 2021-22	Sun 09/28/2021	03:30pm CDT	Wayzata High School - Turf 1	Fusion Soccer Club Boys 08 Select 1	St. Paul Blackhawks 08 Boys Red	NPL	Scheduled
387	Minnesota NPL 2021-22	Sun 10/10/2021	12:30pm CDT	Lewis Park - Lewis Central 19	Edina SC 2008 Boys Green	Fusion Soccer Club Boys 08 Select 1	NPL	Scheduled
394	Minnesota NPL 2021-22	Sat 12/04/2021	12:00pm CST	STMA High School - Turf / Dome	St. Michael-Albertville United Soccer 08 Boys SELECT	Fusion Soccer Club Boys 08 Select 1	NPL	Scheduled
539	Minnesota NPL 2021-22	Sat 12/04/2021	05:00pm CST	Dundas Dome - DOME	Lakeville Soccer Club 2005 Girls - Selects	Salvo SC 05G Orange	NPL	Scheduled
540	Minnesota NPL 2021-22	Sat 12/11/2021	02:00pm CST	Health East Sports Center - Field House	Salvo SC 05G Orange	MN Thunder Academy 05 Girls NPL	NPL	Scheduled
548	Minnesota	Sat	04:15pm	St. Croix Vall	St. Croix 05	Salvo SC 05G	NPL	Scheduled

Enter the agreed upon details and any needed notes (such as TIME/FIELD CHANGE ONLY, WEATHER RESCHEDULE or FIELD CLOSURE) and click “Save”.

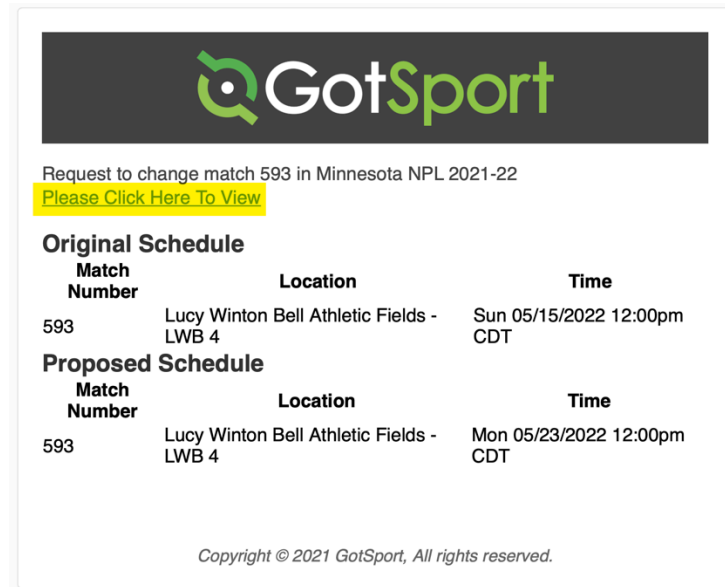


The screenshot shows a 'Request Change' modal form overlaid on the matches table. The form contains the following fields:

- Venue:** Plymouth Creek Playfields
- Field:** B
- Date:** 09/17/2021
- Time:** 19:00
- Notes:** (Empty text area)
- Save:** (Green button)

[Sidenote: if you are accessing the final match in your schedule, you may need to scroll up so access all options for that event after clicking he “...” [as shown here.](#)]

This will trigger an email to the **away team** to approve this reschedule.



**GotSport**

Request to change match 593 in Minnesota NPL 2021-22  
[Please Click Here To View](#)

**Original Schedule**

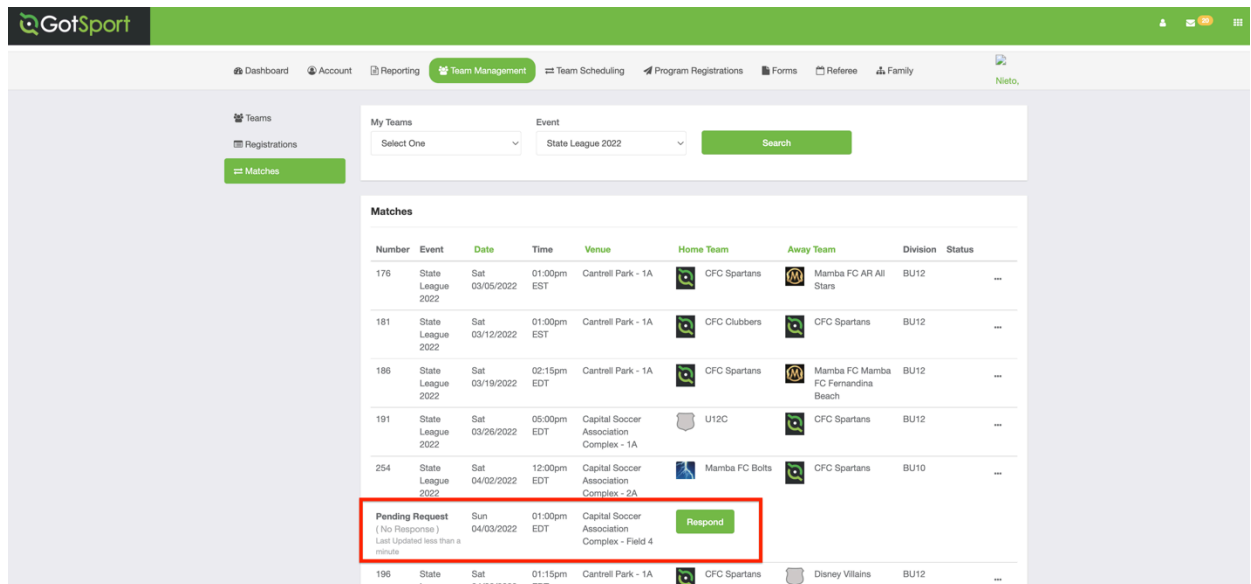
Match Number	Location	Time
593	Lucy Winton Bell Athletic Fields - LWB 4	Sun 05/15/2022 12:00pm CDT

**Proposed Schedule**

Match Number	Location	Time
593	Lucy Winton Bell Athletic Fields - LWB 4	Mon 05/23/2022 12:00pm CDT

Copyright © 2021 GotSport, All rights reserved.

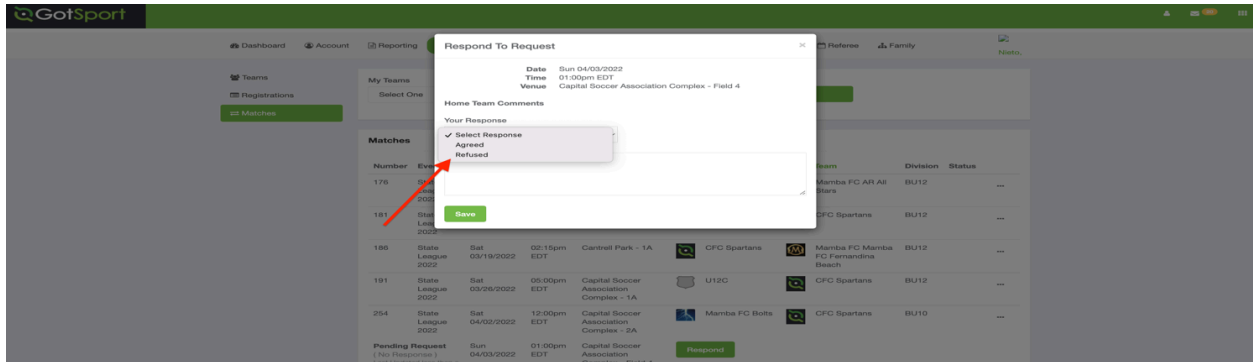
The **away team** will then see the “pending” request on their list of matches and have the option to respond by clicking on "Respond"



My Teams: Select One | Event: State League 2022 | Search

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
176	State League 2022	Sat 03/05/2022	01:00pm EST	Cantrell Park - 1A	CFC Spartans	Mamba FC AR All Stars	BU12	...
181	State League 2022	Sat 03/12/2022	01:00pm EST	Cantrell Park - 1A	CFC Clubbers	CFC Spartans	BU12	...
186	State League 2022	Sat 03/19/2022	02:15pm EDT	Cantrell Park - 1A	CFC Spartans	Mamba FC Mamba FC Fernandina Beach	BU12	...
191	State League 2022	Sat 03/26/2022	05:00pm EDT	Capital Soccer Association Complex - 1A	U12C	CFC Spartans	BU12	...
254	State League 2022	Sat 04/02/2022	12:00pm EDT	Capital Soccer Association Complex - 2A	Mamba FC Bolts	CFC Spartans	BU10	...
	Pending Request (No Response)	Sun 04/03/2022	01:00pm EDT	Capital Soccer Association Complex - Field 4				Respond
196	State League	Sat 04/02/2022	01:15pm EDT	Cantrell Park - 1A	CFC Spartans	Disney Villains	BU12	...

The two response options will be "Agreed" or "Refused". If you click "Save" without selecting either, a "No Response" result will be logged, stalling the process. This will need to be edited to keep the process moving forward.



If "Agreed", the TCSL office will approve the reschedule and update the master schedule and both **home team** and **away team** will receive an email confirmation.

Upon approval, the home referee assignor and home field coordinator will also receive the details via email.

*NOTE: TCSL staff may approve submitted requests without away team approval if the team chat shows that both teams are in accord with the submitted details. In this case, the away team will see "Request Approved" when they go to accept.*