

## TEAM MANAGER RESOURCES

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

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

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 Fall season is September 2, 2025!**

*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.***

**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](#)

- 1) 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.*



## 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.

