

Spring Schedule - You can find your team schedule on your website team page and on the **Spring 2024 Scores/Schedule** link found on our homepage where it can be printed. You can find and print the field directions for your team's games from the *Map Games* link on your team page. You can also use the *Fields* link on our homepage to find and print individual field directions for home field numbers that are listed next to each team on the Scores/Schedule mentioned above.

Gamecards - These are for your Home games and should be provided by both the Home team and Visiting team to the referee at each game along with the Game Rules page that prints with the Gamecard. These cards should be printed by the team contact from the Team Page when logged in using the *Game Card* link next to each game listing. The roster for both teams and most game information will be automatically completed when the gamecard is printed. Teams must line out/delete any players listed on the roster who will not be participating in each game. This is mandatory and especially important with the new guest player listing procedure explained below. *Gamecards should be printed within the week prior to a game for accurate roster and game rule updates.*

BYE Games for Divisions with 5, 7 or 9 Teams - Divisions that have an odd number of teams (5, 7, or 9) require that one team has a BYE game each week. The schedule that is found on the **Spring 2024 Scores/Schedule** link has a listing of the make up games to be played for those BYE games and the instructions for scheduling them. There is also a list of required BYE game on the bottom left of each team page. These games need to be scheduled by 05/11/2024 to be played by season end on 6/09/2024. **IF YOU SEE LESS THAN 8 GAMES LISTED ON THE INITIAL SCHEDULE THEN YOU ARE IN ONE OF THESE DIVISIONS WITH BYE GAMES TO BE ADDED TO COMPLETE YOUR 8 GAME SCHEDULE !!!**

Instructions & Items for Attention:

1. **8 FREE PRE-SEASON GAME CHANGES:** From now thru Thursday March 14th each team can submit up to 8 Game Change requests that have been agreed to by both teams. They should be used for needed tournament weekend changes, game time changes, coach schedule adjustments etc etc. The 8 free game changes will expire on 3/14/2024 and will not carry over if unused. On March 15 each team will be given 2 additional game changes to be used for the remainder of the season as needed with the submitting date deadline of 5/11/2024 to be played by 6/9/2024. The 8 free changes are a voluntary program between teams and must have the agreement of the opposing team. If not agreed then the requesting team would then have to use one of their 2 game changes after 3/14/2024 to change the game if still desired.

Once teams agree to a game change the requesting team contact should log in and go to their team page and click on the GAME CHANGE button located to the right of the game listed needed the change. Clicking on this link opens the Game Change request.

2. **GAME CHANGES:** Beginning 3/15/2024 each team can submit up to 2 Game Change requests that have been agreed to by both teams. All game change forms are processed on our website and must be submitted by the end of the 4th week of scheduled games for the season (5/11/2024). You can still request game changes for weeks 5 thru 8, however those forms must also be submitted by the 5/11/2024 deadline. The make up date must be on the request when submitted since "TBA" will not be accepted.

See Item D on the Change Form Instruction page for help if you are having difficulties in contacting/agreeing with the opposing team regarding a game change and are approaching the 7 day submitting deadline. Our League Mediator will assist you before you miss the deadline and are subject to a forfeit. Email our League Mediator, Lisa Phillips, for help at (mediator@iwsf.com) at least 2 to 3 days prior to the deadline before you fail to meet the 7 day deadline for submitting the request. Lisa will assist and mediate the matter.

PAYPAL GAME CHANGE OPTIONS: Additional Game Changes over the 2 free allowed and Late Game Change requests (submitted less than 7 days before the game but not less than 24 hours in advance) can be requested via a \$75.00 fee payable via PAYPAL. The PAYPAL button will automatically appear on the team's Game Change link if the request is late or over the 2 free limit (the agreement of the opposing team is mandatory for any late or additional game changes).

GAME CHANGE FORM INSTRUCTIONS: Team contacts should log in using your recorded email address and the "Team Password" provided to you by your club manager. From the Club Page click on your team name in the team list. On the team page you will see your schedule. If a game change is allowed there will be a link "Game Change" in the action column. To request a game change click on this link. **Game changes must be submitted at least 7 days prior to the scheduled game or make up date whichever comes first.** Before you submit the game change you must have spoken first with the opposing team and received their agreement on the game change. Your game change request and opposing teams will be shown below your game schedule. **NOTE:** You can access your team page without logging in but you will not be able to schedule game changes. The system will also not accept game change requests past the 7 day deadline except with the PAYPAL late change fee explained above.

FIELD ONLY CHANGES: A field only change can be submitted via the CHANGE link to the right of each game listing on a team page. The option for a Field Change link will appear and allows for the changing of a field location within **the home team locations**. **This link cannot be used to change a game time or move to the visiting team's field.**

3. There is a new procedure for listing guest players on gamecards. When processing a gamecard a list of available players from within your club will be listed who meet IWSL Guest Player rules (same age or lower and not on a higher age/level team). You then can choose your guest players from the listing within the maximum number allowed per age group. You cannot hand write in any guest players on the gamecard except for an authorized guest player from the YSSL who can be listed by hand. With this new procedure it is now mandatory that both the Home team and Visiting team bring a completed gamecard for presentation to the referee. Accordingly, failure to bring a completed gamecard will mean that a team cannot use any guest players at the game.

4. The season opens on April 14 and ends on June 9. There will be no extensions to the end of the season beyond June 9 for all games to be played.

5. In case of games shortened by rain, weather, etc., **they will be considered official once the first half has been completed.** (The second half does not have to begin). If a Club Manager has submitted that their Home fields have been closed due to weather issues, a Game Reschedule link will appear on your team pages (in place of the Game Change link/button) by the affected games scheduled on that date. You will use that link to request reschedule of the game when agreed to by the teams involved.

6. All 8U (2016) thru 12U (2012) teams are allowed 6 guest players per game while and 13U (2011) thru 19U (2005) teams are allowed a maximum of 8 guest players per game.

7. Please use e-mail to contact us to request forms or have questions answered. We check the messages several times daily Monday thru Friday. office@iwsil.com

8. You can verify your Referee Assignor and his/her phone number /email on the Referee Assignor page of our website. We request that all clubs have one designated person to coordinate communications with your referee assignor. Do not allow each individual team contact/coach to be contacting your designated referee assignor.

9. Please be sure you have our mailing address for IWSL, PO Box 808, West Dundee, IL 60118.