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Practice & Game Cancelation Procedures

In addition to being "forced" to cancel a practice or game due to field closures from the Town of Needham or Needham Soccer Club, there a always reasons Coaches and teams need to cancel a practice or reschedule a game. As a result we wanted to generate a clear list for each coach to communicate with when canceling or rescheduling a team event for each of our programs/leagues. Please take note of all the parties involved at each level to ensure everyone who needs to know of a change in schedule is notified As Soon As Possible.

NSC - Junior Academy

Game Day Cancelation/Rescheduling Communication Checklist
1. Opponent - Coaches Emails are listed on the schedule found on the website by clicking on the opponent team name.
2. Parents - Email your team as soon as you know you have to cancel or reschedule!
3. NSCJA Directors
    1. BOYS - Andy Apstein Email: aapstein@hotmail.com
    2. GIRLS - Courtney Willett Email: JAGirlsDirector@NeedhamSoccer.com

Practice Cancelation/Rescheduling Communication Checklist
1. Parents - Email your team as soon as you know you have to cancel or move practice!

NSC Champions League

Game Day Cancelation/Rescheduling Communication Checklist
1. Opponent - Coaches Emails are listed on the schedule found on the website by clicking on the opponent team name.
2. Parents - Email your team as soon as you know you have to cancel or reschedule!
3. Field Scheduler - FieldScheduler@NeedhamSoccer.com
    1. Responsible for finding you a new field and time to play your game! Only one who knows availability of all of our fields, games can NOT be made up without help from our Field Scheduler!
4. Referee Assignor - NSCCLrefassignor@Needhamsoccer.com
    1. Responsible for assigning a Ref to each scheduled game. Needs to know when a game is not going to be played so we can communicate that to the official assigned to you on that day.
    2. ALSO must work to find a Ref for the make-up date! Once make-up date and time is set, please confirm with our Ref Assignor so they can make note and begin communicating to find a new Ref for your game.

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Practice Cancelation Communication Checklist
1. Parents - Email your team as soon as you know you have to cancel or move practice!
2. Director of Coaching - DOC@needhamsoccer.com
   1. Responsible for assigning Revolution Coaches to assist you on field, Needs to know of any change in practice so that adjustments can be made accordingly with the Revolution!

BAYS Teams

Game Day Cancelation/Rescheduling Communication Checklist
1. Opponent - Coaches Emails are listed on the schedule found on the BAYS website by clicking on the opponent team name.
2. Parents - Email your team as soon as you know you have to cancel or reschedule!
3. Field Scheduler - FieldScheduler@NeedhamSoccer.com
   1. Responsible for finding you a new field and time to play your game! Only one who knows availability of all of our fields, games can NOT be made up without help from our Field Scheduler! FOR HOME GAMES ONLY!
   2. **Do not expect to reschedule a game for coming week after Tuesday of that week, as Referee Schedule has already been released.**
4. Referee Assignor - BAYSrefassignor@Needhamsoccer.com
   1. Responsible for assigning a Ref to each scheduled game. Needs to know when a game is not going to be played so we can communicate that to the official assigned!
   2. ALSO must work to find a Ref for the make up date! Once make up date and time is set, please confirm with our Ref Assignor so they can make note and begin communicating to find a new Ref for your game.

Practice Cancelation Communication Checklist
1. Parents - Email your team as soon as you know you have to cancel or move practice!
2. Director of Coaching - DOC@needhamsoccer.com
   1. Responsible for assigning Revolution Coaches to assist you on field, Needs to know of any change in practice so that adjustments can be made accordingly with the Revolution!