

To: Board Members, Commissioners, Managers and Coaches  
From: Thomas Ballard President of Warwick Little League  
Subject: Rescheduling or cancellation of games.

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A request must be made by the Managers to the Commissioner of their respective division. The request must be written and include the following information:

- 1-Date of request being made. (Timeline Purposes)
- 2-Date of game involved and what two teams are playing.
- 3-The name and phone # of manager making the request. If both managers are requesting this change then include both of their information.
- 4-Reason for such request: Loss of players due to school game or school functions. The loss of players must bring you below the minimum allowed to play. (Eight or less).
- 5-The request must include the player's name and phone numbers involved. This information may be followed up and investigated. Any miss information will result in forfeiture for the team that misleads the league in the reschedule. If both teams are found out to have misled the league then a loss will be assigned to both teams. If the information is found out prior to the rescheduling then the League may impose the cancellation of the game and award the loss to the appropriate penalized team.

**\*I approve the reschedule of games!!!!**

If the game is approved then the commissioner will seek out the next available slot to replay the game and that slot will be assigned. The game must be reassigned within two weeks time and not a month from now. The weather is unpredictable and games must be played when possible. Please follow the following procedure:

- 1-Manager writes out the request and submits the written **request** to the commissioner.
- 2-Commissioner will forward the request to the President and League Scheduler.
- 3-If the President approves then the scheduler will contact the commissioner to set the reschedule date. Two dates may be provided if available. Either one must be taken.
- 4-Commissioner will inform the team of the result and if dates are provided then select that date ASAP.
- 5-The written request either approved or not; will then be forwarded to the league scheduler for record purposes.
- 6-Commissioners must then contact the concession stand (If Memorial Field is affected) and the Head of umpires for any field.

**\*This does not apply to rainouts or temporarily suspended games.**