

**FRANKLIN COUNTY PARKS AND RECREATION**  
**YOUTH SPORTS**  
**GAME REQUEST CHANGE POLICY**

\*Only registered head coaches or registered assistant coaches are allowed to turn in a request for a game to be changed.

\*Games will only be changed for school functions or school related reasons. Unforeseen circumstances, such as a death, accident, etc. may be changed upon further review by the Parks and Recreation Staff.

\*The game will be rescheduled by Parks and Recreation Staff to fit in somewhere within the current season.

**CHECKLIST**

All items on this checklist must be completed.
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- ❑ The registered head coach or registered assistant coach turned in the game change form (2) business days before the change of the game.
- ❑ The game change met the criteria for changing the game.
- ❑ Verification from school personnel of the event that was being held was turned in with the request for the change. (Only if needed to verify the date of a fieldtrip, concert, etc.)

**FRANKLIN COUNTY PARKS AND RECREATION**  
**YOUTH GAME CHANGE REQUEST FORM**

Return this form within 2 business days of the game change to occur.

Today's Date: \_\_\_\_\_

Team Name: \_\_\_\_\_

Date of Game To Be Changed: \_\_\_\_\_

Reason For Game To Be Changed: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

**Parks and Recreation Staff Comments Only Below!**

Date Game Change Form Was Received: \_\_\_\_\_

Was checklist completed? Circle One Yes or No

Was game change granted? Circle One Yes or No

Date supervisor contacted: \_\_\_\_\_

Date umpire coordinator contacted: \_\_\_\_\_

Date concessionaires contacted: \_\_\_\_\_

Date maintenance contacted: \_\_\_\_\_

Date opposing team contacted: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Comments: \_\_\_\_\_