

Player Substitution Procedure for Crisis Responders

If a national and/or international crisis occurs which requires a rostered player to respond to the crisis as a requirement of his/her job duties (first responders, active duty military/reservists, or national guard) after the player cut-off date has passed and prior to the end of the regular season (not during playoffs), the following process outlines how a team may add a substitute player to their roster.

1. The head coach must submit a request to Sports Management which details:
 - a. The name of the player assigned for crisis response.
 - b. Specific reason the player is being assigned.
 - c. The name of the player to be designated as a substitute.
 - i. A substitute is subject to all existing player eligibility guidelines.
 - ii. If the substitute is already on the roster of an existing team, an additional add/release form is not necessary.
 - iii. If the substitute is NOT on the roster of an existing team, a properly completed add/release form must be submitted.
2. The deadline for receipt of the email request and all related documentation is stated below. Deadlines are determined by the day the player wishes to be added, to allow **one business day** advance notice and processing of the request:
 - a. Monday game – request due no later than the previous Friday at 5pm.
 - b. Tuesday game – request due no later than Monday at 5pm.
 - c. Wednesday game – request due no later than Tuesday at 5pm.
 - d. Thursday game – request due no later than Wednesday at 5pm.
 - e. Friday, Saturday and Sunday games – request due no later than Thursday at 5pm.
3. Upon receipt, the request will be reviewed by the League Administrator and the head coach will be notified of the approval or denial (and reason).
4. If approved, the team's online roster will be updated to include the following next to the names of the players affected:
 - a. Crisis responder – "Crisis Responder"
 - b. Substitute player – "Substitute for (name of Crisis Responder)"
5. If a team's roster already has the maximum number of players allowed, a player must be released in order to create an open roster spot for the substitute player. In this situation, the released player may NOT be added back to that team's roster.
6. Sports Management must be notified immediately when the substitute player is no longer needed, so that the appropriate adjustments can be made to the team's online roster.
7. Playing a Crisis Responder and their Substitute in the same game will result in game forfeiture.