



## Game Switch & Reschedule Process

If you need to reschedule any games due to conflicts with a tournament or a team or association event, you will need to do a **game switch** (preferred approach) or request a **reschedule** (last resort). It is the responsibility of the team with the conflict to negotiate the switch or reschedule.

### Option 1 - Game Switch

- Most game switches will be because a team is in a tournament, and a league game is scheduled on the day of the tournament. Teams do not require approval to seek a game switch for conflicts due to a tournament and can follow the process below.
- Teams must provide the GHA Convenor a minimum of **10 days notice** for a game switch once it's been approved by all teams (i.e., the first game involved in the switch must be 10 or more days away).
- Only the date, time, and location of the game can change – the opponents or game number can never change.
- Teams are allowed to request game switches for a team or association event. For a team or association event, email [ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca) to get approval before requesting a switch with other teams.
- Teams cannot switch games because a coach cannot make a game (contact RMHA VP house if a coach is needed) or if a lot of players are away (teams can affiliate as many players as needed).
- The easiest switch is to look for another team playing your opponent on a different date. This way there are only 2 teams impacted by the switch.
- Another method is to look for another game within your age category playing on a different date and seeing if those teams could do a switch.
- You can also look for switches in other age groups or divisions keeping in mind:
  - 1) U9 A-C can only switch with U9 A-C for half-ice games. When full ice games start, U9 A-C can switch with U9 A-C and U11 A-C (2 referee system).
  - 2) U11 A-C can switch with U11A-C and U13 B-C or Vice-Versa (2 referee system).
  - 3) U13 A can switch with U13A and U15A-B or Vice-Versa (3 referee system).
  - 4) U15 A-B can switch with U15 A-B and U18 A-B (3 referee system).
  - 5) U18 A-B can switch with U18 A-B and U15 A-B.

- Once you have found a switch that could work, you must email all teams involved and request the switch. A **Team Contacts** email list is provided on the GHA TTM website and that is where you will find email addresses of who to contact.
  - Keep track of all the attempted (refused) game switch requests as they will be needed if you want to complete a game reschedule.
  - If you have successfully found a game switch that all teams agree to, you will need to provide the RMHA GHA Convenor with the information by emailing the information required on the *Game Switch Form* to [ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca).
  - The team manager is responsible to update TeamSnap and the other teams involved in the switch **after** the GHA site has been updated with new game details.
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- Teams are responsible to reply to all game switch or game reschedule requests **within 24 hours**. The requesting team is responsible for reporting to their GHA Convenor if the team has not responded within this time limit. On the other hand, if a team has not replied to your request within 24 hours, contact [ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca) who will contact the GHA Convenor of the other association.
  - Teams may only refuse to switch or reschedule games if they have a league or tournament game scheduled with less than 4 hrs of the suggested “new” start time. **This means teams can play 2 games in a day if there is 4 hours between the start times of games (e.g., one game starts at 10am and the next at 3pm).** It does not matter if the games are in different locations as long as there is 4 hours between start times.
  - Teams may not refuse game switches because of scheduled practices or because of players/team officials who would be absent because of the “new” date/time.
  - For game switches you agree to (but do not initiate), email [ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca) to **inform them that you have accepted a game switch** and provide them with the details of the switch.

## Option 2 – Game Reschedule

- House League teams may request **one game reschedule per season**. The reschedule usually only occurs after all game switch options are exhausted. The team making the request is responsible with a **minimum of 10 days notice** to:
  - 1) Submit the information from the *Game Reschedule Form* to the RMHA GHA Convenor requesting a reschedule.
  - 2) Once acknowledged by the GHA Convenor, notify the other team, who may use the original game time for a practice (even if it’s not their home ice).

- 3) Provide an ice time for the newly rescheduled game time and book the referees (RMHA GHA Convenor will support with this).
  - 4) Pay the referees in cash at the rescheduled game.
- All game reschedules must be done by **January 31st** of the hockey season. Any game reschedules done after January 31st, if approved by the GHA VP House and GHA President, will be at the full expense of the team making the request (i.e., team pays for the ice time).
  - The team manager is responsible to update TeamSnap and the other team involved in the reschedule **after** the GHA site has been updated with new game details.
  - Teams maintain original Home or Away designation regardless of the location.

### Inclement Weather Process

- **Either Head Coach can decide to cancel a game due to inclement weather.** The GHA encourages teams to decide early enough so that referees can also be notified of the cancellation for their safety. This is the reason for listing all the people to notify below.
- The coach who decides to cancel is responsible to contact:
  - 1) The Head Coach of the opposing team (who may choose to run a practice)
  - 2) The Assignor of Referees where the game is being played (D9 or D12-Cumberland)
  - 3) The GHA Ice Scheduler or Cumberland Ice Scheduler for D12 arenas
  - 4) The GHA VP House League
  - 5) RMHA GHA Convenor

These emails will be provided to coaches and managers at the beginning of each season.
- The team requesting the cancellation is responsible to:
  - 1) Provide a new hour of ice.
  - 2) **Pay the referees cash for the rescheduled game.**

You can refer to the *GHA Rules & Regulations, Section 26*, for game switch and reschedule information, but all the information is in the notes above, aside from the following two items:

26.1 The Head Coach of any team that fails to report to a regular season league game shall be, at a minimum, suspended 1 meaningful game and suspended until a District Disciplinary Hearing and the offending team shall provide ice and referees for an exhibition game between the two original teams.

26.2 The Head Coach of any team that fails to report to a playoff game shall be, as a minimum, suspended for the remainder of the playoffs and all of the following season.