

## Game Switch & Reschedule Process

If you need to reschedule any games due to conflicts with tournament, it is important to secure a game switch (preferred approach) or request a reschedule (last resort). It is the responsibility of the team with the conflict to negotiate the change. Once agreed upon, go to the RMHA website and complete the **Game Reschedule Form** or **Game Switch Form** (under Managers section) and email it to Russell's GHA Convenor at [ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca). Additional details can be found in GHA Rules and Regulations RR #29, as well as Appendix "D".

Once a conflict is identified you should look to resolve as quickly as possible – refer to GHA R&R 29 below for time limits.

### Option 1 - Game Switches

- Review your schedule and the schedule of your opponents to look for available days for a game.
- Easiest switch is to look for another team playing your opponent on a different date to see if you could simply switch dates you play – this way there are really only 2 teams impacted by the switch.
- Other method is to look for another game within your age category (see R&R 29.5) playing on a different date and seeking alignment to switch date, time & location of the game.
  - Remember stay within age category as GHA will refuse game switches that cross age category (e.g. U11A can switch with any U11A, B or C game but NOT with a U9 game).
  - Remember to keep track of all the attempted (refused) game switch requests as they will be needed if you want to complete a game reschedule.
- Once you have an agreed upon game switch, you will need to complete the **Game Switch Form** and email to the RMHA GHA Convenor ([ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca)).
- Team manager is responsible to ensure the game schedule on RMHA TeamSnap is updated **AFTER** the GHA site has been updated with new game details.

### Option 2 - Game Reschedules

- Per GHA R&R 29.6 each team is only permitted ONE game reschedule – these will only be entertained should you be able to demonstrate that a game switch was not possible.
- If a reschedule is required you need to contact the RMHA Ice Scheduler ([icescheduler@russellwarriors.ca](mailto:icescheduler@russellwarriors.ca)) and the RMHA GHA Convenor ([ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca)) and provide a list of suitable dates for you & your opponent for a replacement game to be scheduled.
- Ice Scheduler will advise of a new time for the game once ice is secured.
- Requesting team will complete **Game Reschedule Form** and email to the RMHA GHA Convenor ([ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca)).
- Team manager is responsible to ensure your game schedule on RMHA TeamSnap is updated **AFTER** the GHA site has been updated with new game details.
- Game numbers are assigned to the teams playing and **NEVER CHANGE**
- Teams maintain original Home or Away designation –even if this means you are home team in Leitrim Arena or visiting team in Russell Arena (for example).
- Only dates, times & locations can change – you **NEVER** change **OPPONENTS** or **GAME NUMBERS**.

- If you receive a game switch or reschedule request initiated by another team, GHA R&R 29.3 states *"Teams may only refuse to switch or reschedule games if they already have a league or tournament game scheduled on the suggested "New" date/time. Teams may not refuse because of scheduled practices or because of players/team officials who would be absent because of the "New" date/time"*.
- Once you agree to a switch or reschedule and the game details have been modified on the GHA website, it is **YOUR** responsibility to update your game schedule on your RMHA TeamSnap. **Please also email the Ice Scheduler [icescheduler@russellwarriors.ca](mailto:icescheduler@russellwarriors.ca) & GHA Convenor [ghaconvenor@russellwarriors.ca](mailto:ghaconvenor@russellwarriors.ca) informing them of the switch you have agreed to.**

## **R&R 29 – PROCEDURES FOR SCHEDULE CHANGES (also see Appendix D)**

Recognizing that there may be times, typically because of weekend tournaments, where teams would like to change their regular season game schedule; the following procedures for game rescheduling have been established.

29.1 The Head Coach of any team that fails to report to a regular season league game shall be subject to a minimum of:

- 1st offence: Three meaningful games & 1 week suspension
- Subsequent offences: Suspension until a Discipline Hearing is held.

29.2 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.

29.3 Teams may only refuse to switch or reschedule games if they already have a league or tournament game scheduled on the suggested "New" date/time. Teams may not refuse because of scheduled practices or because of players/team officials who would be absent because of the "New" date/time.

29.4 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.

29.5 House League teams are permitted to switch an unlimited number of regular season games with any other teams within their division, regardless of their classification (Atom B may trade game times with any Atom A, Atom B or Atom C teams). The team making the request must submit the GHA Game Switch form to their GHA Convenor providing a minimum of 7 days notice.

29.6 House League teams who have exhausted all possible game switches may request a reschedule. House League teams are permitted to request a cancellation and re-schedule for one game per season. The requesting team must provide a minimum of 20 days notice to (i) the other team and (ii) their GHA Convenor, saying that they need to cancel a particular game and will reschedule. The requesting team must submit the GHA Game Reschedule form to their GHA Convenor.

29.7 The requesting team must provide a minimum of 7 days notice for the rescheduled game time/date to (i) the other team and (ii) their GHA Convenor along with the GHA Game Reschedule form. All Game Switches and Reschedules received by Sunday at noon will be posted each Monday night.

29.8 All game reschedules must be done by January 10th of the hockey season. Any game reschedules done after January 10th of the hockey season will be at the full expense of the team making the request.

29.9 The GHA Convenor must verify and approve all game switch and cancellation/reschedule requests.

29.10 Teams, house league and competitive, cancelling a game due to inclement weather must contact the opposing team and the Corporation Office Manager (by phone and email), and the GHA VP House League (for house league only) and the Referee Assignor by email; providing a minimum of 5 hours notice. If the requesting team fails to provide the minimum of 5 hours notice, they will incur the full cost of the officials for the rescheduled game.

All competitive teams must first receive approval from their League Convenors. The HOME team must use the ice for a practice and provide a new hour of ice for the rescheduled game unless a state of emergency is declared by the city.