



## RDMH City League Notice of Game Change

U15 <input type="checkbox"/> U13 <input type="checkbox"/> U11 <input type="checkbox"/> U9-1 <input type="checkbox"/> U9-2 <input type="checkbox"/> U7 <input type="checkbox"/>	<p><b><u>Requesting Team Manager</u></b></p> Name: _____ email: _____ Team: _____ phone number: _____
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***Original Scheduled Game***

\_\_\_\_\_ vs \_\_\_\_\_

Game # \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Facility \_\_\_\_\_

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***New Scheduled Game***

Date \_\_\_\_\_ Time \_\_\_\_\_ Facility \_\_\_\_\_

Non-Requesting Team is keeping original game slot (both teams can waive ice with 14 days-notice)

Yes  No

Reason for game

change/comments: \_\_\_\_\_

We the undersigned agree to the above rescheduled "Game Change".

By signing you acknowledge that the team requesting the change is responsible to pay for the rescheduled game

**Changes will be made in Ramp once processed**

<p>Home Team Manager</p> <p>_____ Name</p> <p>_____ sign</p> <p>_____ date</p> <p>_____ Email address</p>	<p>Visiting Team Manager</p> <p>_____ Name</p> <p>_____ sign</p> <p>_____ date</p> <p>_____ Email address</p>
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**Office Admin Approval**  Approved  Not Approved

\_\_\_\_\_ (sign) \_\_\_\_\_ (print)

Reason: \_\_\_\_\_

## Process for Changing Games

### ELITE TEAMS

Notify opposing team of conflict, inquire when they may be open to reschedule  
If a home game:

Contact Ice scheduler to see what ice may be open on desired dates

Offer alternate date to opponent

Secure game slot with scheduler, once new slot is agreed upon and ensure original time is returned to RDMH in advance of 14 days.

#### **Cancel Refs from original date and reassign to new date**

Fill out game change form specific to your league

Email Game change forms to opposing manager for signature

Email to League governor or convener for approval

### HOUSE LEAGUE TEAMS

- Notify opposing team of conflict- team not cancelling, gains the ice slot at no charge. The team requesting the change is responsible for the cost of the new game slot.
  - If neither team wishes to use the ice slot, it must be returned to RDMH prior to 14-day window.  
The new game can then be booked for no charge to either team.
  - Teams are not permitted to sell their slot to another team, it must be returned to the office if not being used by one of the original teams.
  - Use of RDMH scheduled practice time will not be approved for makeup game
- Fill out notice of game change and have other manager sign it
- Submit appropriate paperwork to office for approval.
- **Cancel Refs from original date and reassign to new date**

Note: Travel Permits will not be issued until paper work has been completed.

### Late Cancel/No show Policy

Teams who do not show up for a game or who cancel a game on short notice (less than 72 hours) will be required to pay for the ice slot, regardless of whether the other team uses it or not.

Teams who no-show for any ice slot will be required to pay the full adult rate for the slot, as per city of Red Deer ice usage policy