

**ECAFHL Scheduling Meeting**

Purpose: The ECAFHL will hold an annual scheduling meeting first week in October. Each team will participate in that meeting to schedule their ECAFHL games for the current season.

Rules/Guidelines:

1. Arrive at the appropriate time for the meeting.
2. Each team will be allowed only **one team representative** to participate in the scheduling meeting. They must come with **50% more** ice slots than expected scheduled games.
3. A draw will be held for seat placement at the table, each team will draw a number with lowest taking first spot at the table and be the first to schedule 2 games. The highest will be the last to schedule 2 games. After the last person has scheduled their two games the format will then revert to the first person who then schedules their next two games. Prescheduled games with Ft. McMurray being accounted for, if there are games pre scheduled the home team will forfeit the first rounds accordingly.
4. All home games are to be written down on a piece of paper and handed in to the website coordinator in legible writing.
5. It is important that each team rep is respectful of who is currently scheduling to have the voice at the scheduling table. There will be zero tolerance for any side scheduling done during the meeting. If side scheduling occurs, their next round will be forfeited and have to await the following round.
6. Each team is allowed to block off one weekend during the ECAFHL regular season to be used for a tournament or time away from the hockey schedule. There will be no dates allowed to be blocked off during the ECAFHL playoff season. The blocked off weekend must be identified at the scheduling meeting.
7. During the scheduling meeting each team will receive the following which must be signed off by each team representative prior to the scheduling.
	1. Scheduling meeting rules and guidelines
	2. Copy of league fines and consequences for not attending ECAFHL games
	3. A paper to have signed by team staff stating they have read the Alberta One Regulations, Policies & Procedures, and that they have read the appendices from the ECAFHL
8. The ECAFHL Executive have the authority to remove anyone from the meeting who exhibits unprofessionalism towards any ECAFHL representative or member, or for not following the rules and guidelines of the scheduling meeting. The team whose member is removed from the meeting will not be allowed to participate int eh ECAFHL season.
9. The ECAFHL Executive may change or modify the scheduling meeting rules and guidelines without notice from year to year,