



RDMH City League Notice of Game Change

U15 U13 U11 U9-1 U9-2 U7	☐ ☐ ☐ ☐ ☐ ☐	<u>Requesting Team Manager</u> Name: _____ email: _____ Team: _____ phone number: _____
<i>Original Scheduled Game</i> _____ vs _____ Game # _____ Date _____ Time _____ Facility _____ ***** <i>New Scheduled Game</i> 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

Home Team Manager _____ _____ _____ _____ _____ Name sign date Email address	Visiting Team Manager _____ _____ _____ _____ _____ Name sign date Email address
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Office Admin Approval ☐ Approved ☐ Not Approved

_____ (sign) _____ (print)

Reason: _____

Process for Changing Games

- 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 original 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 ice scheduler.
 - Use of RDMH scheduled practice time will not be approved for makeup games
- Go through both schedules to see which days may be mutually open, then contact Ice scheduler to see what ice may be available on desired dates.
- Offer alternate date/dates to opponent
- Secure game slot with scheduler promptly
- Fill out notice of game change and have other manager sign it
- Submit appropriate paperwork to ice scheduler for approval.
- **Cancel Refs from original date and reassign to new date**
- You will know the change has been approved when the game is changed in Ramp.
 - The team manager gaining the original game slot will receive an updated booking report with that time added back in under the practice category. Go ahead and add it to team Ramp as a practice, or an exhibition game. If there is an exhibition game, book officials and notify ice scheduler so usage summary for arena staff can be updated.

Note: Travel Permits will not be issued until paperwork 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