

Ringette PEI House League Reschedule and Forfeit Policy

The Director of Competitions is responsible for the creation of the Ringette PEI House League schedule including working with the board of directors to determine both league and playoff scheduling formats at the various age levels. Factored into these decisions are the rules and regulations passed down from Ringette Canada to the provincial association.

The creation of the schedule requires an incredible amount of effort and coordination from a number of people including the director of competitions, the local association presidents and ice schedulers. This involves close working relationships with the more than a dozen facilities where ringette is played across PEI.

Once the schedule is set and games are entered into the system, another layer of planning takes place around practice times, scheduling of officials, high performance team plans and parents ability to plan their family schedule. For these reasons, schedule changes should be kept at a minimum and only those schedule changes that are deemed necessary should be brought forward.

Reasons for approval of schedule changes are generally on a continuum.

High Levels of Approval

Weather

Ringette PEI will follow the public schools branch storm cancellation announcements. If the public schools are closed in the area of the province where the game is to be played or where a team is traveling from then those games will be cancelled. If the weather clears in the evening and both coaches agree that it is safe to travel to the arena and play the games, they can be played. This requires approval from both team coaches. Referees need to be advised of the decision.

Facility Issue (Conflict in schedule time, another event, breakdown)

The home ice scheduler must communicate the game cancellation and the reason for it to both teams coaching staffs, referee assignor for the home team and the director of competition. The more notice given, the better.

Medium Levels of Approval

Community Event / Challenge

Sometimes during the year, events, activities and new circumstances impact a schedule. Generally, Ringette PEI attempts to take these situations into account when producing the original schedule by having blackout dates when these events take place. Inevitably, there will be things that come up through the year and when they do, if there is a need to request a schedule change it should be done as soon as possible. Examples of these types of request include school dances, Santa parade, etc.

These requests must initially be approved by your ice scheduler before being sent to the director of competition for a decision. Individual teams cannot submit a community event / challenge request directly to the competitions director, it must initially be approved by their ice scheduler.

If the director of competition receives a request for a schedule change, they will review the information and make a decision and then communicate the wish for a schedule change to both teams or will respond to the local association and indicate the decision has been denied.

Low Levels of Approval

Team Member Missing

Most teams playing house league have more than one member of the coaching staff and have the ability to call up players from lower divisions so missing a few players shouldn't impact a team's ability to play a game. Vacations, school commitments, illness, etc. could be reasons for a team considering a request to reschedule a game.

These requests must initially be approved by your ice scheduler before being sent to the director of competition for a decision. Individual teams cannot submit a missing team member(s) request directly to the competitions director, it must initially be approved by their ice scheduler.

If the director of competition receives a request for a schedule change, they will review the information and make a final decision and then communicate the wish for a schedule change to both teams or will respond to the local association and indicate the decision has been denied.

Under no circumstances, will a schedule change be approved due to a conflict with provincial players attending another event.

Schedule change process

Reason for change	Process	Line of Communication
Weather	If public schools are closed, games are cancelled unless both teams confirm it is safe to travel and play	Home team advises the visiting team and let's their ice scheduler, referee assignor and the director of competitions know.
Facility Issue	Ice scheduler will likely be advised by the arena staff	Ice scheduler advises the home and visiting team coaches, referee assignor as well as the director of competitions.
Community Event	Home team, as soon as possible, makes the request to their ice scheduler and they make a request to director of competitions	Ice scheduler makes the request to the director of competitions for a schedule change. Director of competition reviews and then communicates with the necessary parties if approved. Referees must be notified of any changes as soon as possible.

Participant missing	Same process as community event	Same communication as community event
---------------------	---------------------------------	---------------------------------------

Rescheduling Procedure

Any game that has been cancelled due to weather or facility issue, the local ice scheduler will allocate a new time to the competitions director and the game will be rescheduled. Any rescheduled game request (community event, participants missing) that has gone to their local ice scheduler and then forwarded on to the competitions director and approved will use the following process for scheduling the new time. The home team ice scheduler will work to provide two alternate times to play the game that doesn't conflict with an existing game for the visiting team. The two teams determine which date works better and the game is scheduled. Ideally, at least three days notice should be provided to allow for the proper coordination of schedules. Once new times are set, the local referee assignor should be advised.

There may be some circumstances (end of season or availability of ice) that require the rescheduling of games within the three days notice time frame. In these situations both teams should accommodate that need as best they can.

Once the new ice time has been secured, the ice scheduler will provide the game date, time and location to the director of competition who will then send that out to the two teams and update the Ringette PEI schedule online.

Should a visiting team not be pleased with either proposed time they can ask the home team if there is any other potential ice time? The home team is not required to suggest any but can do so if they have other times available.

Arbitration Committee

If the team who requested a schedule change which was denied by the director of competitions or if a team feels the new scheduled game time is not suitable and the home team isn't willing to change, they can request a review by a three person arbitration committee that is made up from three associations not involved in the game. This group will come together to review the information and make a final decision.

The decision of the committee is binding.

Game Forfeit

The intent of the house league is to play games and it is Ringette PEI's desire that all teams make every effort to play every game on their schedule. Any schedule change requests (at a medium and low level of approval) must be submitted at least seven days before the scheduled game unless extenuating circumstances has caused the need for the change. In cases where a team:

- Does not show up to play a scheduled game;
- Cancels a game that isn't related to weather/facility and hasn't been approved by the director of competition; or
- Shows up with less than seven players (as per Ringette Canada Rules)

That team's association will be issued a fine of \$225 to cover the cost of the ice and officials for the game that has been forfeited. The team that does not forfeit will win the game by a score of 7-0.