

# CHANGING GAMES – TEMPLATE

1. OBTAIN THE APPROVAL OF YOUR COMMISSIONER TO MOVE A GAME – REASON FOR MOVING: TOURNAMENT CONFLICT, FLOOR CONFLICTS, REFEREEING CONFLICTS
2. ONCE APPROVED – IF YOU ARE THE HOME TEAM – WORK WITH YOUR FLOOR ALLOCATOR TO FIND AVAILABLE GAME FLOOR TIME. THEN WORK WITH OPPOSING TEAM TO CONFIRM WHICH TIME WILL WORK. (THIS STILL WORKS IF YOU ARE THE AWAY TEAM – BUT YOU WILL NEED TO WORK WITH THE OPPOSING MANAGER TO CHECK WITH THEIR FLOOR ALLOCATOR). **There does not need to be everyone on these emails just the ones working out the floor. Please keep in mind our refereeing situation – allow for time to fill those new spots.**
3. THEN SEND A CONFIRMATION EMAIL TO THE FOLLOWING INDIVIDUALS:

TO: COMMISSIONER  
Cc: OPPOSING TEAM MANAGER/COACH  
ISLAND REF ALLOCATOR  
ASSOCIATION REF ALLOCATOR  
ASSOCIATION FLOOR ALLOCATOR  
ISLAND WEBMASTER

Subject: GAME CHANGE – (GAME NUMBER) (DIVISION) TEAMS

**CURRENT GAME:**

BANT 001  
MONDAY APRIL 4, 2022  
JDF VS SAANICH  
JDF ARENA

**CHANGE TO:**

BANT 001  
SUNDAY APRIL 10, 2022  
JDF VS SAANICH  
JDF ARENA

COMMISSIONER, PLEASE APPROVE THIS CHANGE DUE TO A TOURNAMENT CONFLICT.

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ONCE THE COMMISSIONER **RESPONDS ALL** WITH CONFIRMATION EVERYONE ASSOCIATED SHOULD BE ABLE TO CHANGE THE GAME AND ENSURE THERE ARE NO ISSUES.

\*\*\*\*\*This ensures all the details are all in one place and reduces the MANY emails that can get lost in the reorganizing of games.