

INSTRUCTIONS FOR CANCELLING/RESCHEDULING WHAM GAMES

Season 2010 – 2011; Updated December 29, 2010

Every effort should be made for teams to adhere to the scheduled game times agreed upon at the WHAM Scheduling Meeting; however, on rare occasions (e.g. weather) there may be a need to change, forfeit, or cancel a game. Now that the master WHAM game schedule has been submitted and set with referees, cancelling or rescheduling a game should be done as follows:

To Cancel or Re-Schedule an Upcoming Game:

1. Arrive at consensus with the other team regarding the date, time and location of the rescheduled game.
2. Contact the district referee scheduler, Pam Loftus, at kploftus@msn.com to cancel the scheduled referees and also request that referees be scheduled for the new date. For each game cancelled AND rescheduled let Pam know the WHAM division (e.g. B2, C1), team names, date, time, arena (including rink) and city. Request a reply so that you're sure she received the email.
3. If the game is being forfeited, the non-forfeiting (i.e. winning) team should email WHAM Stat Administrator, Ginny Anderson (<http://www.whamhockey.org/page/show/101539-stat-program-contacts>) and notify her that the game is being forfeited. Copy the team managers of the forfeiting team and your division's commissioner in the email. Let Ginny know the division (e.g. B2, C1), team names and date/time of game being forfeited.
4. For rescheduled games, notify the WHAM league administrator (leagueadmin@whamhockey.org) so that the change can be made to the WHAM website's calendar.

Same-day Game Cancellations:

1. In addition to the above, on short notice to cancel referees for a game, notify Pam (651-260-2606) or Kevin Loftus (651-261-6995) by phone.
2. Send an email to Pam as well at kploftus@msn.com; however, this email is her personal email account and she does not always get the email in time for a same day cancellation. Therefore, you must call Pam or Kevin at the phone numbers listed here. This only applies to same day cancellations. Any other game changes or cancellations in advance of the game can be emailed per the above procedure.
3. Please make sure that all team managers have these phone numbers handy in case they are needed urgently.

Notes:

Paying Officials: The home team is still responsible for paying officials for a cancelled game unless Pam receives and acknowledges receipt of a cancellation notice at least four (4) hours in advance of the game.

Rescheduling Fee: Teams should be advised that rescheduling games could result in a \$75.00 game reschedule fee. The WHAM League Handbook has included reference to this for years, but effective this season (2010 - 2011) teams that reschedule games will be assessed a rescheduling fee of \$75.00 by the District 1 Officials Association. This \$75 charge is half of what is charged by the district and other leagues that are scheduled by the D1 Scheduler.

If weather is a factor and businesses/schools/activities are cancelled, there won't be a reschedule fee for a game that is cancelled and then rescheduled as long as four (4) hours notice is given. If it is snowing and the teams just decide they don't want to venture out, there will be a charge to reschedule the game. Pam will notify teams if a change fee is being charged and the \$75 fee must be paid BEFORE officials will be rescheduled. Teams should send the \$75 reschedule fee to:

Pam Loftus
D1 Officials Association
327 Hazelwood St.
St. Paul, MN 55106