

INSTRUCTIONS FOR CANCELLING, FORFEITING OR RESCHEDULING WHAM GAMES

Season 2011 – 2012; Updated September 27, 2011

Every effort should be made for teams to adhere to the scheduled game times agreed upon at the WHAM Fall Scheduling Meeting; however, on rare occasions (e.g. weather) there may be a need to change, forfeit, or cancel a game. Once the master WHAM game schedule is finalized and sent to the referee scheduler (October 17, 2011), 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@q.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:
 - a. WHAM division (e.g. B2, C1), team names, date, time, arena (including rink) and city.
 - b. Contact information (name, phone number and email) for the team requesting the change.
3. Request a reply so that you're sure she received the email.
4. If the game is being forfeited, the non-forfeiting (i.e. winning) team should email the WHAM League Administrator (leagueadmin@whamhockey.org) 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 the WHAM League Administrator know the division (e.g. B2, C1), team names and date/time of game being forfeited.
5. For rescheduled games, notify the WHAM League Administrator 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 (try 651-778-9746 first, then 651-260-2606) or Kevin Loftus (651-261-6995) by phone.
2. Send an email to Pam as well at kploftus@q.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: The fee for rescheduling games is \$75.00/game. This charge is half of what is charged by the district and other leagues that are scheduled by the D1 Scheduler. All \$75.00 fees must be paid BEFORE referees will be rescheduled.

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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. Please make check out to D1 Officials Association and send it to:

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