



Kensington Valley Hockey Association
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Procedure For Rescheduling Games And Practices (Mini-Mite Through Squirt House)

Coach Responsibilities

1. Rescheduling KVHA games and Game Officials (Referees) - (e.g. due to tournaments or other unforeseen circumstances).
2. Note: The Ice Scheduler will schedule Game Officials initially at the beginning of the season.
3. Canceling Game Officials.
4. Notifying the Rink of individual team schedule changes (games and practices, e.g., swapping ice time with another team or selling ice to another team or organization).
5. Scheduling Scrimmage Games (including Referees and notifying the Rink of date, time, and opposing team).
6. Notifying the Ice Scheduler of any scheduling discrepancies or questions.

Information Needed To Communicate Changes

Referees: Contact Norm Kawaelde, the Referee Scheduler, via e-mail at referee_kawaelde@din-associates.com.

Note: Norm Kawaelde, the Referee Scheduler prefers seven day lead time to guarantee Game Officials for new or rescheduled games. It is understood that emergencies occur, so notify the Referee Scheduler as soon as possible of any changes.

Rink: Contact Jim Sokol at jsokol@kensingtonvalleyicehouse.com or by phone at (810)494-5555. If Jim is not available by phone, one of the Rink Assistants may be able to assist. This process will ensure proper locker room assignments and provide information if the Rink receives inquiries.

NOTE: Always send —or— follow up by sending an e-mail and request a reply as backup documentation.

Follow up if you do not receive a reply within a couple of days.

Thank you and have a great season!

KVHA Board of Directors