

GAME CHANGE PROCEDURE

1. Any game changes necessary will need to be arranged by the team requiring the change.
 - Alternative #1:** Check the schedule for a game in which another team in your Division plays your scheduled opposition. Example: Team A plays Team B on November 1; Team C plays Team B on November 9 – Team A & Team C coordinate to switch dates.
 - Alternative #2:** Check the schedule for another game in your Division to switch with. Example: Team A is scheduled to play Team B on November 1; Team C is scheduled to play Team D on November 9. Team A trades games by coordinating with all 4 teams so that Team A and Team B will play on November 9 and Team C and Team D will play on November 1.
 - Alternative #3:** Check the schedule for a game in an adjacent Division to switch with (this is so that the refs may not need to be re-scheduled. After selecting some game options to change with, you must contact the staff of all of the teams affected to see if this change can be accommodated. If the change is agreed upon, you must then e-mail the details of the game change(s) to the Commissioner at least 2 days before the change to ensure the referees assigned are appropriate for the revision.
 - Alternative #4:** (last resource) Only if the alternatives above are unsuccessful, practice ice may be utilized to reschedule a game. The team with the conflict should contact their opponent to select a date that both teams can accommodate. **The team without the conflict should utilize the ice of the originally scheduled game and should provide one of their practices assigned by the league to reschedule the game.**
2. After the dates are coordinated with the opposing team, complete the *Game Change Form* found on the website and distribute to the necessary contacts indicated on the form.
3. There will be no Cancellations permitted; a new date for the rescheduled game must be agreed upon before the *Game Change Form* can be submitted.
4. The game change will be confirmed by the Commissioner. If you do not receive a reply from the Commissioner, you must contact them by phone.
5. No team may execute a game change without completing the form and contacting the Commissioner.
6. No team may contact the ROAR Assignor directly to reschedule a game.
7. RRA must be given reasonable notice to notify the officials when a game is rescheduled to a different date. If sufficient time is not provided (same day changes), and the officials aren't notified per the terms of the Officiating Contract, the team coordinating the change will be responsible to pay the officials at the rescheduled game.
8. Any game that is not rescheduled will be considered a forfeit and may result in a suspension to the senior bench staff.
9. In circumstances where a game reschedule was reasonably avoidable, the team coordinating the reschedule may be fined by the RRA for failing to play the game as scheduled. The minimum fine is \$200. (Examples include, but not limited to: rescheduling a game for an unavailable coach when the majority of players and other bench staff are available, when no attempt was made to call upon affiliate players, when a game is rescheduled for any other reason than a time/date conflict).
10. Once a game change is agreed upon by the opposing team, the opposing team (the team that did not require the reschedule) is responsible to use the ice. *If they choose not to utilize the ice, they are still responsible to supply the ice for the rescheduled game.* **Ice should never go unused** - teams may sell practice ice, but the ice must remain within the RRA league due to liability.