

**SCHEDULE 4**  
**SCHEDULING MATTERS**

**1. General Scheduling Process**

1.1 Subject to compliance with the respective provisions of sections 3.1 of the Agreement:

- a. no later than May 1, each school wishing to participate in TVRA Contests for the immediately following Fall Season shall submit an Intent to Participate form (in the form adopted, from time to time, by the Coordinator), indicating the various teams in the various sports which that school is committed to field in the immediately following Fall Season;
- b. no later than September 1, each school wishing to participate in the immediately following Winter Season TVRA Contests shall submit an Intent to Participate form (in the form adopted, from time to time, by the Coordinator), indicating the various teams in the various sports which that school is committed to field in the immediately following Winter Season; and
- c. no later than December 1, each school wishing to participate in the immediately following Spring Season TVRA Contests shall submit an Intent to Participate form (in the form adopted, from time to time, by the Coordinator), indicating the various teams in the various sports which the school is committed to field in the immediately following Spring Season.

For purposes of clarity, the only Contests which will be scheduled and administered pursuant to the Agreement and this Schedule are those which have been contemplated in the development of a Final Allocation. The distinction between Fall, Winter and Spring Seasons is explained in section 1.2 of Schedule 5.

1.2 As soon as practical following each of the May, September and December dates referred to in section 1.1 above, the Coordinator shall communicate to the Athletic Directors of the various schools committed to fielding teams for purposes of obtaining information and input from such Athletic Directors as to the coaches who are willing and available to serve on the various Sports Advisory Committee to be established for the sports to be played in that particular season. Depending upon the availability of coaches willing to serve in such function, the number of teams involved in a particular sport and such other factors as the Coordinator determines relevant, the Coordinator shall endeavour to establish a Sports Advisory Committee for each sport (although, it is recognized that in some circumstances there may be more than one (1) Sports Advisory Committees in a particular sport in circumstances where such sport is organized into more than one (1) league). Only coaches employed by a Participating Board may be members of a Sports Advisory Committee. Seeking the input of the coaches who have expressed willingness to be a member of a Sports Advisory Committee in a particular sport, the Coordinator shall determine the individuals who will form the Sports Advisory Committee(s) for a particular sport (or league within a sport). It being understood that the Coordinator shall have the authority to determine the appropriate number of members of any particular Sports Advisory Committee.

1.3 In the context of the aforementioned discussions, the Coordinator shall also attempt to identify a member of each Sports Advisory Committee who is willing to serve as the Chair (the “**Chair**”) of that Sports Advisory Committee. Although the Coordinator shall attempt to do so on a consensus basis (based on the input from the members of the respective Sports Advisory Committee), the Coordinator shall have authority to determine who shall be the Chair of each Sports Advisory Committee, assuming that individual is willing to serve in such role. The role of the Chair shall be as described in section 5.5 of the Agreement.

1.4 In addition to identifying the Chairs of the various Sports Advisory Committees, the Coordinator (with input from the respective Chair) shall identify and appoint one or more persons willing to act as Convenors in each particular sport or for each Sports Advisory Committee, as circumstances dictate, to fulfill the duties of Convenors set forth in section 5.6 to the Agreement.

1.5 Where more than one Convenor has been appointed in respect of a particular Sports Advisory Committee/sport, the Coordinator shall have authority to determine the division of Convenor responsibilities as among such Convenors. Guided by the Rules of Play for the respective sport, the Convenors shall be responsible for working with their Sports Advisory Committee for purposes of developing proposed structuring and tiering protocols within a league, as well as a schedule of Contests, which schedule shall include proposed playoff and final particulars (together, a “**Proposal**”). Although the Convenor shall attempt to reach consensus among the members of the respective Sports Advisory Committee with respect to their Proposals, the Coordinator shall make the final determination as to how the matters contained in a Proposal will be addressed. It is recognized that in order to be in a position to enable Contests to occur (and due to the exigencies of scheduling facilities, officials and first aid personnel (as necessary)), the aforementioned processes should occur as expeditiously as practicable.

1.6 It is recognized that numerous factors are considered when Proposals and associated schedules are developed and approved, including, without limitation, availability of facilities and officials, games per week, back to back games and conflicts with special school events. Accordingly, not all concerns or conflicts of the various schools involved will be capable of being addressed to the satisfaction of all concerned. Nonetheless, the Participating Boards recognize that the Coordinator needs to be in a position to determine the related matters and to proceed with the scheduling of TVRA Contests.

## 2. Normal Course Change of Schedule Procedure

2.1. Schools are expected to honour their commitment to participate in TVRA Contests and such Contests are to take precedence over invitational events. However, there may be circumstances when a particular school identifies the need to request a scheduling change for a particular Contest. In such circumstances, the procedures set forth in sections 2.2 through 2.6 of this Schedule 4 are to be followed.

2.2. The coach of the team desiring a scheduling change shall advise the Athletic Director of that coach's school (the "**Requesting School**") of the desired change and the background information and reasons relating to the desired change. Such notification shall include a proposed date, time and venue for the rescheduling of the Contest (the "**Requested Change**"). If such Athletic Director is not in agreement with the Requested Change, such request will not be advanced.

2.3. In the event the Athletic Director of the Requesting School is supportive of a Requested Change, such Athletic Director shall:

- a. obtain the approval of the principal of the Requesting School to advance the Requested Change; and
- b. contact the Athletic Director(s) of the affected school(s) and provide such individual(s) with the particulars of the Requested Changes.

If the affected school(s) do/does not agree to the Requested Change such request will be denied and not advance further.

If the affected schools' Athletic Director(s) and principal(s) agree to the Requested Change, the Requesting School shall cause a Schedule Change Form (in the form approved, from time to

time, by the TVDSB) to be completed and provided to the affected school(s) for approval and signature, following which such form shall be submitted to the Convenor of the sport in question.

2.4. If the Convenor (having received a properly executed Schedule Change Form and considered the constraints of rescheduling specific to the situation), determines that the Requested Change is practicable, he/she shall:

- a. notify the officials, the media (as appropriate), first aid providers (as appropriate) and the Coordinator of the Requested Change; and
- b. send a copy of the completed Schedule Change Form to: the Athletic Directors for the schools involved; and, the Coordinator, indicating that the Requested Change has been approved.

2.5. If the Convenor, given the constraints of rescheduling specific to the circumstances, determines that it is impracticable to accommodate a Requested Change (which has been supported by a completed Schedule Change Form), he shall so notify the Athletic Directors of the schools involved and the Coordinator. In such circumstances, the Requested Change shall be deemed to be denied.

2.6. If a Requested Change is denied under section 2.3 or 2.5 of this Schedule 4, if and only if time permits, the Athletic Director of the school who initiated the Requested Change shall be permitted to contact the Coordinator to discuss the matter further. The Coordinator shall be under no obligation to effect any change in scheduling as a result of such discussions and his determination in the matter shall be final.

### **3. Extenuating Circumstances**

3.1. If due to extenuating circumstances a team determines that it will not be in a position to participate in a scheduled Contest and there is insufficient time to address the matter in accordance with section 2 of this Schedule 4, the coach of the team desirous of a scheduling change shall notify the coach of the other team, the Convenor for the respective sport and the Coordinator. The Coordinator, with input from the Convenor, shall determine whether:

- a. the alleged extenuating circumstances justify not following the procedures set forth in section 2 of this Schedule 4; and
- b. the Contest can be rescheduled.

The Coordinator's decisions in these regards shall be final and the coaches and schools of the teams involved will abide by such determination.

### **4. Failure to Attend a Scheduled Contest**

4.1. Failure to attend a scheduled Contest (including in circumstances where it has been determined that such Contest will not be rescheduled on the basis set out above in section 2 or 3 of this Schedule 4), shall constitute a forfeit of the Contest by the non-attending team.

### **5. Notification**

5.1. Coaches will notify their respective Convenor, the Coordinator and the coach of the other team involved, as soon as practical, of their intention to forfeit a Contest, including a forfeit by virtue of any decision resulting from any determination that a Contest will not be rescheduled as set out above.

## **6. Failure of Officials to Attend**

6.1. When officials fail to appear for a scheduled Contest, the Contest may proceed, subject to the mutual agreement of the coaches involved and subject to such coaches agreeing on the manner in which the Contest will proceed. Failing such agreement, the Contest will be rescheduled by the Convenor, if practicable. If it is not practicable, the Convenor shall refer the matter to the Coordinator for determination as to how the matter will be addressed.

## **7. Extenuating Circumstances Affecting Both Teams**

7.1. In the event of the occurrence of extenuating circumstances which affect both teams involved in a Contest and not a particular team (e.g. acts of God, riots, weather conditions and general disruptions affecting the safety of participants), the Coordinator (in consultation with the respective Convenor), shall determine how the failure to proceed with Contest shall be addressed.

## **8. General**

8.1. It is recognized by each of the Participating Boards that there are limits to the resources (including, without limitation, time), available to the TVDSB, the Participating Boards and their respective staff and administration to address all of the above referenced matters in an exhaustive manner. The TVDSB and its administrators (including, without limitation, the Coordinator), shall use reasonable good faith efforts in addressing the matters referred to in this Schedule 4. Conversely, the other Participating Boards shall ensure that their coaches, Athletic Directors, principals and others involved and for whom they are responsible, demonstrate and exercise reason, perspective and good faith in advancing and addressing the matters set forth above in this Schedule 4.