



# Thames Valley Regional Athletics

## TVRA SCHEDULE CHANGE PROCEDURES

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 these procedures are to be followed:

1. The coach of the requesting team:  
Notifies his/her Athletic Director of the request for change and the reasons for the change. Such details shall include a proposed date, time and venue for the rescheduling of the contest. If the Athletic Director is not in agreement with the requested change, such request will not be advanced.
2. If the Athletic Director of the requesting school is supportive of a requested change, the requesting coach or Athletic Director shall:
  - a) Obtain the approval of the Principal of the requesting school to advance the requested change; and
  - b) Contact the coach or Athletic Director(s) of the affected school(s) and provide such individual(s) with the particulars of the requested changes.
  - c) If the affected school(s) do/does not agree to the requested change such request will be denied and not advance further.
3. If the affected schools' Coach, Athletic Director(s) and Principal(s) agree to the Requested Change, the Requesting School shall cause a **Schedule Change Form** 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.
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 manageable, he/she shall:
  - a) Notify the officials, facilities, media (as appropriate), first aid providers (as appropriate) and the Coordinator (if necessary) of the requested change; and
  - b) Send a copy of the completed schedule change form to: the Athletic Directors for the schools involved; the Coordinator, indicating that the requested change has been approved.
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.
6. If a Requested Change is denied under section 2.3 or 2.5 of the TVRA Sports Participation Agreement 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.



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## SCHEDULE CHANGE FORM

SPORT \_\_\_\_\_ LEVEL (√) JR \_\_\_ SR \_\_\_ JR/SR \_\_\_

REQUESTING SCHOOL \_\_\_\_\_

AFFECTED SCHOOL(S) \_\_\_\_\_

**PREVIOUSLY SCHEDULED DATE:** \_\_\_\_\_ **Time:** Jr: \_\_\_\_\_ Sr: \_\_\_\_\_

Visitor: \_\_\_\_\_ Home: \_\_\_\_\_ Location: \_\_\_\_\_

**RE-SCHEDULED DATE:** \_\_\_\_\_ **Time:** Jr: \_\_\_\_\_ Sr: \_\_\_\_\_

Visitor: \_\_\_\_\_ Home: \_\_\_\_\_ Location: \_\_\_\_\_

### SIGNATURES:

**REQUESTING SCHOOL:**

_____	_____
Sr. Coach	Jr Coach (if applicable)
_____	_____
Athletic Director	Principal

**AFFECTED SCHOOL:**

_____	_____
Sr. Coach	Jr Coach (if applicable)
_____	_____
Athletic Director	Principal

CONVENOR APPROVAL (√) YES \_\_\_\_\_ NO \_\_\_\_\_

CONVENOR SIGNATURE: \_\_\_\_\_

Convenor Send approved copy of form to: (√) Requesting School \_\_\_\_\_ Affected School \_\_\_\_\_  
Notify Referee Assignor \_\_\_\_\_