

## SNBMHL Game Rescheduling Process

*When a team is asking for a game to be rescheduled please follow the following process:*

1. The team requesting a game to be rescheduled contacts the ice scheduler in their association and must provide a reason for the request.
2. The ice scheduler from the association requesting the change will contact Greg Flynn at [greg.flynn@rentokil.com](mailto:greg.flynn@rentokil.com) **NOTE: The GAME NUMBER requesting to be changed MUST be in the subject line of the email**
3. Should the game be approved to be rescheduled, Greg will notify the ice scheduler who made the original contact.
4. Ice schedulers will notify the ice scheduler in the opposing association who will notify the opposing team of the request to reschedule a game.
5. The ice scheduler of the home team will provide 2 new ice times to the ice scheduler of the opposing team to choose from. Should neither of these times be approved, SNBMHL must be notified and they will make a ruling on the matter. **NOTE: Ice Schedulers are required to notify the coaching staff of their respective teams.**
6. Once a time has been selected, the ice scheduler who made the request for the game to be rescheduled, will notify Greg Flynn with the new time and location.
7. Greg will contact our webmaster to have the SNBMHL website updated with the new date, time and location.