

## **EKGIHL Game Change Procedure**

**Purpose:** The Purpose of this procedure is to make sure all teams are informed and that all game changes are done in accordance with EKGIHL by-laws. Failure to do so may result in forfeiture of the game in question.

**Scope:** The following is the game change procedure for all games under the jurisdiction of the EKGIHL. All games must follow this procedure. In house games do not need to follow this procedure. In house games are defined as games played within a club but entered into the EKGIHL schedule as exhibition games, etc.,.

**Procedure:** Any games that are scheduled as Regular Season, Exhibition or Playoff must follow this procedure. All game changes must go through the EKGIHL President. Teams or club representatives are no longer permitted to make game changes to the RAMP system without the written permission by e-mail from the EKGIHL President. All game changes, including time changes must follow this procedure that requires changes from the original schedule including time changes by club ice schedulers. If a time change has occurred, it will be the home team's responsibility to follow the procedure as a game time change has occurred.

1. Teams will first determine and agree upon a new date, time and arena for game change for the game in question.
2. The initiating team shall then be required to download and fill out the Game Change form from the EKGIHL website. The coach will then forward to their club representative.
3. The initiating team's club representative will then approve and forward the game change form to the opposing team's club representative by e-mail to ensure they are aware of the pending game change.
4. The opposing team's club representative will then forward the game change form to the opposing team's representative to fill out the remainder of the game change form and to agree to the change.
5. The opposing team's representative will then return it to their club representative for their approval.
6. The opposing club representative will then approve the game change and forward the game change form to the EKGIHL President for final approval.
7. The EKGIHL President will then approve the game change as both teams have agreed if it meets all league requirements and will update the schedule in RAMP and confirm with the original scheduling meeting sheets.
8. The EKGIHL president will replay by email to both team representatives and both club representatives that the game changes have taken place.
9. It will be the responsibility of the home club to ensure that all game officials have been rescheduled for the undated game time, date and arena.
10. All game changes must be completed 72 hours prior to the new game time and date; Exceptions will be made to this for emergency or unexpected game changes.