



CANCELLATION OF A SCHEDULED FIXTURE

Created on: 23 June, 2018

Reviewed By: SH/JL

Adopted by the Board of Directors on: SEP 18 2018

Initials: [Signature] A.T.

The procedure outlined below will be used to properly cancel a scheduled game/fixture or training session within the Bow Valley Rugby Club (BVRC).

In the event a game/fixture or training session must be cancelled, the coach or applicable VP is to contact the Club Administrator, with as much notice as possible, at one or more of the following;

M: 403-714-5348

H: 403-932-7418

E: me4rugby@yahoo.ca

Or, alternatively through the BVRC Facebook page or Team Snap.

If there isn't a response from the Club Administrator within 2 hours, then the Coach or applicable VP is to contact the Club President at one of the following;

M: 403-863-2758

E: rugby34@telus.net

The Club Administrator or President have responsibility to liaise with the Calgary Rugby Union when there is a requirement to cancel a game and, in all circumstances, to notify the BVRC players it effects through the Club's Team Snap and Facebook accounts.

If more than 24-hour notice is given, the Club Administrator or President will have the additional responsibility of cancelling the booking with the vendor.

The Coach or applicable VP must liaise directly with the Club Administrator prior to booking or rescheduling any games/fixtures, or training sessions.



Failure to follow this procedure may result in the Bow Valley Rugby Club receiving a monetary penalty from the Calgary Rugby Union and/or Rugby Alberta.

If a game has been cancelled and is to be rescheduled, the Coach or applicable VP is to again contact the Club Administrator to determine the available dates.

