



## Change of Schedule (date, time, location) Form

The Board of Managers has established and approved league schedule dates and start times. With MUTUAL AGREEMENT by BOTH schools, change of date, time or location can occur. Please request change in a timely way. Later school end-of-day times, block schedules, release lists, bus schedules, PSI changes, etc. makes date and time changes difficult. The home team cannot dictate a date or time change. Signatures from all parties must be in place before the contest is officially changed from the BOM's approved date and/or times.

1. Have an informal email/phone contact with the other school.
2. If they agree, complete this form. Last person to sign should scan and send to the Commissioner.
3. The competing Principals are the last line of conversation if mutual agreement cannot be reached.
4. The Commissioner will send completed form back to the Schools' Athletic Directors.

### ORIGINAL DATE/TIME/LOCATION

Scheduled Contest and Location: \_\_\_\_\_

Scheduled Date: \_\_\_\_\_

Scheduled Time: \_\_\_\_\_

Boys'/Girls' : \_\_\_\_\_ Level: \_\_\_\_\_

### NEW DATE/TIME/LOCATION

Scheduled Date: \_\_\_\_\_

Scheduled Time: \_\_\_\_\_

Location: \_\_\_\_\_

***Signatures- Head Coach, Athletic Director, and Principal (all should be in place)***

<b><i>Home school:</i></b>		<b><i>Visiting school:</i></b>
HC:		HC:
AD:		AD:
P:		P:
<i>Date:</i>		<i>Date:</i>

Commissioner: \_\_\_\_\_ date: \_\_\_\_\_