

POLICY MEMORANDUM #7, Rev B

03 Dec 2008

From: President PNRFU

To: Distribution

Subj.: MATCH SCHEDULING POLICY

1. The purpose of this memorandum is to establish the PNRFU policy regarding scheduling of League Matches.
2. The Vice President is responsible for establishing and coordinating the PNRFU League Scheduling process.
3. The respective PNRFU Coordinators (Collegiate, Women's, etc.) shall assist with the development of match schedules.
4. The Vice President shall establish and hold an annual scheduling conference for developing the Union League Match schedule. This meeting shall be used to establish the basic schedule and resolve scheduling issues. The entire annual PNRFU schedule shall be developed and submitted to the President, Members of the Executive Committee and Referee Society for dissemination and action as required. Official league schedules will be published under the authority of the Vice-President. The process to develop the schedule used is at the discretion of the Vice President and may include direction to the division coordinators to provide division level schedules for review, or remote conferencing (telephone conference, electronic mail, etc). A physical conference under the direction of the Vice President is not required.
5. The Executive Committee shall determine the most appropriate dissemination of the League Schedule. Currently the official Schedule will be posted on the Union web page at www.pnrfu.com and forwarded to the individual clubs via electronic mail.
6. Match results shall be reported to the Vice President on the first working day following the match by both the game referee if assigned by the Referee Society or by the home team if appointed under Policy Memorandum #6, and the home team. The report format shall be determined by the Executive Committee.
7. Electronic message reporting shall be the principle means of reporting and communicating match information within the Union.
8. Matches scheduled at the scheduling meeting and published are the official league matches. Changes may be made within the divisions under the direction of the divisional coordinator. Conflicts are first resolved through the teams involved and then through the divisional coordinator. If conflict cannot be resolved within the division, the rescheduling process in step 9 must be followed.

Policy Memo #7

Rev B

Page 1 of 2

If a match date is changed with the consent of the participating clubs and with the consent and support of the referee society, the clubs must inform the Vice President in writing that the change has been made.

9. Rescheduling matches at the Executive Committee level:

- a. Requests for rescheduling shall be submitted to the Vice President with copies to the Union President, other club, match referee and referee Allocator.
- b. All requests must identify the date of match; clubs involved and reason for rescheduling along with alternative dates.
- c. Rescheduling will not be considered for the convenience of the club requesting because of social activities, logger functions or activities that should have been brought to the attention of the Vice President and Divisional coordinator during the scheduling meeting.

In all questions regarding match dates, the published schedule takes precedence unless expressly changed in writing by either the President or Vice President.

10. Failure to comply with this policy may result in forfeiture of matches, standings, and or other action that may be deemed appropriate by the Executive Committee. Policy Memo #2 mandates specific actions regarding league game forfeiture.

11. Notification of Referees is mandated by Policy Memo #2 and #6.

12. Due to the ongoing issues with securing fields at the local level, the Executive Committee may develop an ad hoc, or standing, committee for each major metropolitan area in the Union to develop a process for scheduling local fields. This committee shall develop local guidelines and as required provide the support to implement those guidelines. It is not the intent of the Executive Committee to use Union level resources to for local issues.

13. Point of Contact is Mike Ferris, PNRFU Secretary, E-mail pnrfusecretary@yahoo.com

14. Revisions

- a. Revision A: Updates the President's signature, the union webpage and the point of contact E-mail. Additionally it clarifies the concept of the VP scheduling conference and addresses the issue of local field scheduling.
- b. Revision B: Updates the President's signature, the union webpage, and the point of contact E-mail.

J. Shelton
PNRFU President
Copy to: Union Website & Executive Committee