

**NASSAU COUNTY PUBLIC HIGH SCHOOL
ATHLETIC ASSOCIATION – SECTION VIII
COMMUNICATION PROCEDURES AND SCHEDULE CHANGE POLICY**

1. Schedules

- An opportunity to make changes and additions is provided to schools after schedules are devised. These changes and additions are accommodated on the Section Website. Schedules **MUST** be checked. **It is important all changes be made prior to the established deadline.**
- Schedule changes:
 - 1) All date changes should be **mutually agreed upon**. If the two schools cannot agree, the **home school** will set the time, place and date of the contest.
 - 2) Host schools must notify visiting schools of changes in times, sites, prior to entry on Website.
 - 3) The Section accepts changes only from HOST SCHOOLS.
- From the time assigning is begun to the time finalized schedules are released to schools, additions and changes **WILL NOT** be accepted.
- Finalized schedules (indicating official assignments) must be thoroughly checked by each school to confirm all requested changes and additions.

2. Changes

Changes in schedules made after officials have been assigned create problems.

Please Note:

- a) The Section VIII Office must be notified immediately by the home school of all changes, postponements, cancellations, etc. **(including reason for change).**
- b) THE HOME SCHOOL MUST INFORM OFFICIALS OF THE CHANGE AND ADVISE THEM TO CONTACT SECTION VIII FOR REASSIGNMENT, IF THEY ARE UNAVAILABLE TO MOVE WITH THE CHANGE.
- c) Schools dropping teams are responsible for notifying all opponents and all officials immediately and before that team's data is deleted from the Website.
- d) Due to numerous changes (turnbacks, injuries, etc.), official assignments should be checked by the host school on a daily basis. **DO NOT RELY** on the original assignments to remain unchanged!

3. Weather Problems or Emergencies

In the case of a postponement due to **rain, snow, or emergency**, the home school notifies the assigned officials and advises them to contact Section VIII for reassignment. **(Rescheduled contests must be on the next available date.)**