



Saskatchewan Dodgeball Schedule Request Policy	
Original Date: January 12, 2022	Revision: 0, Modified Date: N/A
Approved by: Saskatchewan Dodgeball Board of Directors	

Purpose

Saskatchewan Dodgeball offers scheduling assistance to its leagues as part of league membership. The purpose of this policy is to define the requirements of the league when requesting a schedule, as well as the responsibility of Saskatchewan Dodgeball for meeting the requests of the league for creating a schedule.

League Schedule Request

The league will submit an *SD Schedule Application Form* to the Events & Scheduling Co-ordinator at events@saskdodgeball.com no later than **three weeks prior*** to the first scheduled game on the schedule.

Please note, additional time should be considered between Dec 24 and Jan 1 to ensure time off during the holiday break

Some of the information included on the *SD Schedule Application Form* will be:

- Facility Info:
 - Availability – permits to be attached.
 - Start Date
 - End Date
 - Available times
 - Blackout Dates
 - Number of keys
- Game Info:
 - Game Length
 - Time between games
 - Number of guaranteed games
- Team Info:
 - Number of Divisions
 - Number of teams in each division
 - Team Names
- Preferences:
 - Key Holder Teams
 - Day slot/time slot preferences
 - Special requests

Saskatchewan Dodgeball Schedule Application Form



Saskatchewan Dodgeball Responsibility

The Events & Scheduling Co-ordinator will provide a draft of the schedule requested by the league no later than **one week after receiving** the *SD Schedule Application Form*. If the schedule cannot be completed as requested by the league the Co-ordinator will contact the league to revise the *SD Schedule Application Form* as needed.

Revision Request

The league will have up to **three days to review** the schedule once it is received from the Events & Scheduling Co-ordinator. During this three-day period the league can request any revisions that may be necessary within reason. After revisions have been received, the Co-ordinator will have **three days** to provide requested revisions.

Example Timeline

S	M	T	W	R	F	S
						League Submits SD Form
Coordinator prepares Schedule						
League reviews & provides revisions (if necessary)			Coordinator revises (if necessary)			League distributes Schedule to Captains
						Season Start

Please note, additional time should be considered between Dec 24 and Jan 1 to ensure time off during the holiday break

Saskatchewan Dodgeball Schedule Application Form



League Name: _____

Representative: _____ Email: _____

Facility Availability

Facility Name	Day of Week	Start Date	End Date	Available Times	No. of Keys

Restrictions:

Facility	Blackout Dates			

Game Info

Game Length: _____ Minutes

Time Buffers:

Warm Up: _____ Minutes

Cool Down: _____ Minutes

Additional Time btw: _____ Minutes

Notes: _____

Number of Games

• per night: _____

• per team per night: _____

• per team per session/season: _____

• per year: _____

Number of sessions/seasons per year: _____

Team Info

Total number of Teams: _____

Number of Divisions: _____

Division Sizes: _____

Team names and preferences to be entered on next page. Spelling and grammar will be considered.

Saskatchewan Dodgeball Schedule Application Form



Team Info

	Team Name	Division	Keyholder	Game Preferences		Notes
				Day of Week	Early/Later	
1						
2						
3						
4						
5						
6						
7						
8						
9						
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