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| EDBFA Division | Operations | Effective Date | 22 June 2012 |
| Title of Policy | General Cancellation Policy–Practice Season | | |
| Policy State policy including any criteria used to make decision | <p>The Edmonton Dragon Boat Festival Association (EDBFA) states that practices can be cancelled; however if less than 48 hours notice has been given to the Resource Manager by the Team Manager, this team is no longer eligible to either reschedule or be reimbursed for this one hour practice.</p> <p>Any team to cancel their practice 48 hours before their scheduled practice time is eligible and encouraged to reschedule their practice or be reimbursed at the end of the practice season.</p> | | |
| Purpose Briefly outline what issue this policy will address | <p>This policy will discourage teams to cancel at the last minute (due to weather, not enough paddlers etc.). The practice grid is time-sensitive, thus having adequate notice of a practice cancellation ensures EDBFA can prepare for this change to the grid. Also, being aware of changes in the practice grid may consequently change the Resource Manager’s office hours for that day.</p> | | |
| Scope and Responsibility State who/what is affected by the policy, and who is responsible for carrying out all aspects of the policy | <p>Both teams and the EDBFA board are affected by this policy. It is the Team Manager’s responsibility to contact the Resource Manager if they are unable to make their scheduled practice. Whether this contact is within 48 hours of the practice determines whether or not that practice hour has been “used” or can be re-used. It is the Resource Managers responsibility to update the practice grid and ensure proper documentation is noted and filed.</p> | | |
| Procedures Outline steps required to fulfill policy (if applicable) | | | |
| References State and link to any related policies and applicable documents / legislation | | | |

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| Replaces Policy No./Title | |
| Review Date | |
| Approval Date | |
| Signature of officer | |