

# Cancellation/Postponement Procedures

If the host school does not open, the meet is automatically postponed. Host schools do not need to contact anyone UNLESS the closing is not widely publicized (for example; bomb threats or utility issues). Weather-related closing announcements are widely available. All schools scheduled to attend a meet should monitor their local news stations for school closings. When host schools never open for weather-related issues, there will be no formal announcements of meet postponements. For non-publicized closings, the host school must contact the League Office as soon as possible. Other league schools will then be notified by the League Office.

If a non-host school scheduled to attend a meet never opens, the school is not responsible for contacting anyone. Weather-related school closings are monitored by the League Office. However, as noted above, if the closing is not widely reported, the school must contact the League Office.

If the host school closes early or remains open but cancels after-school activities, and the decision to close/cancel comes BEFORE 12:00 noon, the host school is responsible for contacting the League Office.

If the host school closes early or remains open but cancels after-school activities, and the decision to close/cancel comes AFTER 12:00 noon, the host school is responsible for contacting the League Office and all schools scheduled to attend the meet. Schools will have contact sheets to aid in these notifications.

If a non-host school scheduled to attend a meet closes early or remains open but cancels after-school activities, and the decision to close/cancel comes BEFORE 12:00 noon, the school is responsible for contacting the League Office.

If a non-host school scheduled to attend a meet closes early or remains open but cancels after-school activities, and the decision to close/cancel comes AFTER 12:00 noon, the school is responsible for contacting the League Office and the host institution.

Meets will be postponed if enough schools are unable to attend. The League Office will monitor closings. If the decision to postpone is made due to multiple closings, all league schools will be notified of the postponement. Whenever possible, all notifications should be handled by phone calls with either direct contact or live messages. E-mail messages and voicemail messages should only be sent as back-up confirmations.