

### **Procedures to be used when it is necessary to cancel a track and field meet:**

In the event that any of the upcoming Zone or District track and field meets has to be cancelled or postponed due to inclement weather, the following process will be followed:

1. A decision will be made by the Track and Field convenor(s) (that is Kyle Timms this year) between 7:30 and 7:45 a.m. the day of the meet to go with the meet that day or not (it will have to be pretty bad conditions for the meet not to go ahead as scheduled!);
2. If the meet is to continue, no notice will be sent (no news means the meet is on!); *[Please note: Once the meet is running, or once it is too late to contact people in time (i.e. after 8:00 a.m.) any decision to call the meet off due to weather conditions will be the responsibility of the Clerk of the Course for that meet, in consultation with other staff and officials.]*
3. If the meet is cancelled before 8:00 a.m., the convenor(s) will e-mail all elementary administrators and admin assistants and the SBO receptionist to notify them it is cancelled for that day ... the convenor(s) will phone the local radio stations, i.e. The Eagle FM and Jet FM, and ask them to announce the cancellation asap ... the convenor(s) will contact Maintenance to let them know the sound system and other things will not be needed ... the convenor(s) will contact the first aid attendants to let them know that they will not be needed.
4. We have no alternate dates booked ahead of time (we rarely need to cancel a meet and the Sports Centre does not let us book dates as alternates), so if a meet is cancelled, the convenor(s) will contact the Sports Centre and re-book dates for the following week.
5. **Participating schools are advised, if the weather looks questionable, to check their e-mail between 7:45 and 8:00 a.m. and/or listen to the radio** and then if the meet is cancelled, to contact any TOCs and bus transportation booked for the day for track meet purposes as soon as they can do this. TOC jobs can be cancelled on SEMS and an option can be chosen for the system to contact the TOC to inform them. It would also likely be a good idea to phone the TOC directly if possible ... as soon as possible.
6. Let's hope this happens rarely or never!! :-)

*Last revised: May 2011*