

# 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 (e.g.; bomb threats or utility issues). 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 normally be no formal announcements of meet cancellations. For non-publicized closings, the host school must contact the League Office as soon as possible. Other league schools scheduled to attend the meet 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. However, as noted above, if the closing is not widely reported, the school must contact the League Office.

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If the host school closes early or dismisses at their normal time but cancels after-school activities, and the decision to close/cancel comes BEFORE 12:00 noon, the host school is only responsible for contacting the League Office by phone.

If the host school closes early/cancels after-school activities, and the decision to 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. Such late cancellations must include a phone call where a live person is reached (such as a main office secretary); do not just leave a voicemail. Supplemental e-mails are also encouraged.

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

If a non-host school scheduled to attend a meet closes early/cancels after-school activities, and the decision comes AFTER 12:00 noon, the school is responsible for contacting the League Office and the host institution. Again, a live person must be reached; do not rely on e-mails or voicemails.

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Meets will be postponed if too many schools are unable to attend. If the decision to postpone a meet is made due to multiple closings, all league schools will be notified of the postponement. Subsequent e-mails will help direct the rescheduling of postponed meets.

All same-day notifications should be handled by phone calls with either direct contact or live messages. Late breaking announcements must include reaching a live person. E-mail messages, text messages and voicemail messages should only be sent as back-up confirmations.