Southwestern Maine Activities Association Scheduling Policy

Purposes: 1. To implement a standard process through which liaison athletic administrators develop the regular season master schedule for all SMMA sports.
2. To provide guidelines for all league athletics administrators to finalize regular schedules and make alterations to the approved master schedule based upon conditions agreeable to member schools
3. To identify conditions and terms related to postponement of athletic contests

Developing the Master Schedule-Process

1. At the beginning of the year, the league president will provide each league athletic administrator with a calendar indentifying the dates established for schedule approval for all activities offered by the Southwestern Maine Activities Association (SMAA).
2. The regular season master schedule for each SMAA sport is developed by the league athletic administrator liaison for that activity or the person appointed by him or her to complete the task.
3. Prior to finalizing the proposed master schedule, the athletic administrator liaison will seek input from the members of the league offering that sport to determine factors to consider when developing the schedule. Factors to be considered include, but are not limited to: number of league contests, balancing the number of home and away games, number of consecutive home or away games, weekday travel issues, placement of any "rivalry" games in the schedule, facing all available opponents at least once, league-scheduled exhibitions, religious or national holiday observed by any league member schools, number of games to be played per week, and starting and ending dates for the regular season schedule.
4. A type written copy of the proposed league master schedule will be provided to all league athletic directors at least two months prior to the meeting established by the league president.
5. At that meeting, the athletic administrator liaison for the given activity will provide a brief overview of the rationale for the schedule and the factors. That overview will be followed by a question-and-answer session involving other league members. Unless there is consensus otherwise, athletic administrators will not act upon the proposed master schedule; instead, they will review it will their coaches to ascertain their input.
6. At the following meeting, a designated time period will be provided to discuss collected input on the proposed schedule.
7. Prior to the meeting designated for approving the proposed master schedule, the liaison athletic administrator will provide the membership with an amended copy of the schedule (if necessary).

8. At the meeting designated by the league president for approval of the master schedule, the liaison athletic administrator will identify all modifications made to the schedule.
9. The proposed master schedule will be adopted by the SMAA if a majority of the schools acting on the item vote in the affirmative.

Finalizing Individual School Schedules-Process

1. Upon approval of the proposed master schedule, each athletic administrator will finalize his or her own school's schedule.
2. The athletic administrators of all schools involved in a contest listed on the master schedule may change the established date to another mutually agreeable one if one or more of the following factors are involved:
    a. Religious holidays observed by one of the member schools involved in the contest
    b. Non-religious or national holidays observed by one of the member schools involved in the contest
    c. Facility issues (i.e. conflict with another scheduled event-athletic or non-athletic) making it impossible to play on the assigned date at a venue
    d. SAT testing dates
    e. Proms or other school-wide social or cultural events conflicting with the date of the scheduled event
    f. Notification from the league assignor that qualified officials for that contest level are not available on the assigned date
3. School involved in a contest may establish another date for that contest for any other reason provided that the date selected is **mutually agreed upon** by all schools participating in that contest. In the event that it is **not** mutually agreeable to all schools participating in that contest, then the date assigned on the master schedule for that contest will be utilized.
4. Given the conditions established for finalizing and developing the master and individual school schedules, athletic administrators and coaches should anticipate and address all possible conflicts with league-scheduled contests in advance when considering participation in invitational or other non-MPA sanctioned events, including: exhibition games, invitational meets or tournaments, spring training activities. Unless for reasons specified in Clause 2 above, no SMAA school is compelled to entertain changes to the master schedule unless the reasons are mutually agreed upon by all schools participating in a contest.

Postponed or Rescheduling of Contests

1. It is understood that circumstances arise which required one or more schools to reschedule an athletic contest previously agreed to for a given date, whether through the master schedule process or the individualization of school schedules. Possible reasons for postponement or rescheduling of contests include, but are not necessarily limited to, the following:

a. Weather conditions necessitating that conditions for a given facility make it unsafe or unplayable
b. Weather conditions requiring that one or more schools involved in a contest cannot travel
c. School system-based policies mandating that athletic teams cannot play or practice on storm days
d. A natural disaster that impacts road conditions, implies safety concerns, or requires use of a school facility for disaster relief purposes
e. A local, state, or national crisis
f. A death involving personnel associated with an athletic team or one of the schools involved in the contest
g. An epidemic in which the Bureau of Health decrees that a school's athletic program is put on hold until further notice
h. Spread of a communicable disease impacting a substantial number of members of a team's or school's population that would cause concern for one or more of the teams involved in the contest
i. Any other reason that is mutually agree to by all the parties involved

2. Furthermore, as per the Maine Principals' Association (MPA) policy, schools will utilize the next mutually available date for purposes of making up the postponement.
3. Exception: For baseball contests involving Portland or Deering as the home school, make up games may be rescheduled at the next date Hadlock Field is available, as long as the date does not come after the subsequent Saturday. In the event that Hadlock field cannot be used within this time frame, the schools involved will select the next mutually available date at Portland's or Deering's alternate home facility.