

Class Cancellation due to weather

During the winter season a class may need to be cancelled due to inclement weather. The convenors should inform their classes of the process at the start of the winter season and tell them to be looking for an email on any day where there may be a question of cancellation.

The convenors may also use this process if they wish to reassure class members that a class is NOT cancelled.

Procedure

This process is led by the class Convenor(s):

1. At least 4 hours before the start of the class, the class Convenor(s) and the Instructor jointly decide if the class needs to be cancelled.
2. The Convenor then contacts the Webmaster, preferably by phone, to let them know of the cancellation. (If Webmaster unavailable, contact the Secretary).
3. The Webmaster will:
 - Send out a broadcast email message to all members notifying them of the cancellation. This should be done at least 3 hours before the start of class.
 - Phone any members without email addresses or whose message fails for any reason.
 - Send an email and phone call to the venue to notify them of the cancellation.
 - Update the News on the website.

NOTE: If Webmaster and Secretary are unavailable:

- Contact the Chair who will notify the venue.
- Send an email to class members and contact other convenors to send out email to their members.