



RETURN ICE POLICY

Financially, ice contracts are very important to the Association and priority must be to ensure that ice contracts are being utilized. Therefore, once schedules are posted, the Ice Scheduler will aim to not make changes to the master schedule; unless extenuating circumstances arise.

When it comes to teams wanting to return ice, this **MUST be a proactive measure, and NOT a last-minute reaction.**

- ❖ If your team is scheduled a practice and you don't want to use it → **Team Managers are required to use the OneClickIce Scheduling Software Program (OCI) "Take/Give Tool", to assist with the 'releasing', 'trading' and 'taking' of practices.**
- ❖ Team Managers will be provided with a username and password at the start of the season.
- ❖ If a team wants to return a scheduled practice, it is the teams' responsibility to post the ice through OCI in an effort to find a replacement team, **AND notify the Ice Scheduler**

NOTE: Teams will remain responsible for their teams' ice times **UNTIL** it has been 'taken' by another team.

Consequences

If all attempts to finding a replacement team are unsuccessful, the team has two choices:

- ❖ Keep the allotted time and 'ice' a reasonable number of participants; **or**
- ❖ Reimburse the Association for the cost of the burned ice time.

If a team **fails** to post the available ice time in OCI and does not notify the Ice Scheduler in advance of the ice time that the team had no intention of using, the team may be penalized; as approved by the Vice President On-Ice.

- ❖ **Double** the cost of the ice time; due to a blatant disregard of the importance of ice contracts.

Facility Staff can report all unused ice ("no shows") to SW Hockey; including the specific team it was assigned to, which may result in fines being applied to the team. If the Association is not reimbursed, the Head Coach may be suspended until the matter is cleared up.

While every effort is made to have teams balanced by the end of the season, replacement ice times cannot be guaranteed for any ice times that are 'given up' by a team. Instead, it is recommended that teams watch the "Take/Give Tab" in OCI for any ice that may come available from other teams.

Weather Conditions

In situations where weather conditions make travel to the arena facility unsafe, teams will **not** be penalized. In these cases, the decision to let the ice go unused should be made by the coach **on the evening before, or the morning of; the ice time. The Ice Scheduler MUST STILL be notified.** Efforts may be made to replace this ice time, if extra ice comes available. If there is a replacement time found, and it is refused by the team – then no further replacement ice will be sourced.