

Schedule Change Procedures

Once a team's schedule has been published to the website, the schedule is final. If a team needs to make a change to their schedule, they have two options:

- 1) Arrange a trade with another team. Facilitating a trade is the responsibility of the team manager or coach. Once a trade is arranged, please email the ice scheduler with the updated schedule. The ice scheduler will notify the appropriate ice arena of the change. The team manager(s) are responsible for updating their team's website calendar with the changes.
- 2) Abandon (Drop) their ice time. Please email the ice scheduler stating the team, date, and time that will be dropped. The ice scheduler will notify the appropriate ice arena of the change, and add the ice time to the Available Ice List on the Resources|Managers|Available Ice web page. The team manager is responsible for updating their team's website calendar with the change.

Any ice that is currently open and available for a team to pick up can be found on the Resources|Managers|Available Ice page. Please email the ice scheduler to request one of these ice times.

If you have any questions, please feel free to contact the ice scheduler:

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