

Ice Swap/Trading

ALL Ice swapping, trades or sales need to go through me. If you are making swaps with other teams, please follow this process so we are consistent when sending emails to me. Please to make sure to Cc the other managers involved

(Including a 3rd party shared team so they are aware of the new team sharing with them)

Example:

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To: icescheduler@rosemonthockey.org

From: Your Email Address

Cc: Other Managers Involved

Subject Header: ICE SWAP - Bantam AA/Bantam A

Bantam AA and Bantam A have agreed to change the following shared practices to Solos.

Monday Dec 10th 7:15pm RCC - Bantam AA Solo

Thursday Dec 14th 8:30pm RCC - Bantam A Solo

J.T. Manager

Bantam A.

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Once your ice scheduler receives the email, the master schedule for billing will be updated and the rink manager will be notified of the changes.

A confirmation email will be sent out to all parties that the change has been made.

Managers are responsible for updating their calendar event or deleting the shared event that you are vacating.