**Dodge County Ice Arena Ice Scheduling Policy**

**DROPPING ICE**

Ice Drops must go through Steve Howarth [show148802@gmail.com](mailto:show148802@gmail.com) by using the following format

DROP: 12/21/21 PWB 3:30pm

\*Drops must be made at least 48 hours prior to your scheduled ice time

\*Drops must be made Monday thru Wednesday, if you are dropping ice scheduled for that same week

\*Why? Because the rink tries to use the dropped ice and dropping the ice on a Thursday or Friday makes the task very difficult

\*You can drop ice any day if you are dropping ice that is out a week or longer

**ADDING ICE**

\*If you are looking for additional ice; email the date and time frame and I will try to help you get that ice time if it is available

\*Ice Adds must go thru Steve Howarth [show148802@gmail.com](mailto:show148802@gmail.com)

**TRADING ICE WITH ANOTHER DCYH TEAM**

\*If you trade ice with another DCYH team, for whatever reason; please let me know so I can update locker room assignments and team calendars

\*Ice Trades must go thru Steve Howarth [show148802@gmail.com](mailto:show148802@gmail.com)