



SOOKE & DISTRICT MINOR HOCKEY ASSOCIATION

PO BOX 383

SOOKE, BC V9Z 1G1

www.sookeminorhockey.ca

Sooke & District Minor Hockey Association (SDMHA) Ice Allocation and Return Policy

Introduction

Ice is one of SDMHA's most limited and valuable resources. To ensure fair access for all teams and to reduce the administrative burden on our Ice Allocator, SDMHA is implementing a clear and consistent process for accepting, using, and returning allocated ice slots.

Purpose

This policy ensures efficient use of allocated ice, reduces administrative workload, and establishes clear expectations for teams regarding acceptance, use, and return of additional allocated ice. Ice is a limited resource, and all teams must manage it responsibly to support fair access across the association.

This policy is designed to streamline communication, ensure accountability, and make the best possible use of the ice available to our association. By setting clear expectations and timelines, we can support our volunteers, reduce wasted ice, and ensure that every team has the opportunity to use their allocated time effectively.

Effective Date

October 14, 2026

Scope

This policy applies to all SDMHA teams, team officials, managers, and coaches who receive ice allocations from the Ice Allocator.

Guidelines and Responsibilities

1. Exhibition Ice Acceptance Deadline

- Teams must accept or decline an exhibition ice slot within 24 hours of receiving the allocation email.
- Failure to respond within 24 hours will result in the slot being reassigned without the Ice Allocator sending a follow up email.
- The Ice Allocator will CC the team's head coach on all ice offers to ensure transparency and prevent communication gaps.

2. Responsibility Once Accepted

Once a team accepts an exhibition ice slot:

- The team is fully responsible for using the ice for a game.
- Managers must begin contacting potential opponents immediately.
- Managers have 48 hours to secure an opponent.

3. Returning Ice When No Opponent Is Found

If a team cannot secure an opponent:

- The slot must be returned no later than 48 hours after acceptance and, in all cases, by the Wednesday prior to the weekend slot. This allows the Ice Allocator sufficient time to reassign the slot to another SDMHA team.
- If a team accepts the ice on the Wednesday prior to the weekend, they will have until Friday at 9:00a.m. to secure an opponent. If they are unable to find an opponent, they must use the slot for practice.



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4. Mandatory Use if Ice Cannot Be Reassigned

If the Ice Allocator is unable to find another team to accept the slot once returned:

- a. The team must use the ice for a practice, team development session, or goalie session.
- b. Teams may not decline or leave the ice unused once reassigned back to them.
- c. Where exceptional circumstances prevent the team from using the returned ice, the team must notify the Ice Allocator as soon as possible. The Ice Allocator, in consultation with SDMHA executive, may determine an alternative use or waive the requirement.

5. Black Ice & Fines

If a team fails to use an accepted slot and the ice goes black:

- a. The team will be fined the cost of the ice and/or on ice officials if the deadline has passed to cancel them (24 hours prior to the slot).
- b. Fines may be deducted from team budgets or billed to the team manager for collection. This ensures accountability and prevents wasted association resources.

Communication Expectations

1. Manager Response Standards

- a. Managers must reply to the Ice Allocator within 24 hours for all weekend ice communications Ideally within the day.
- b. Repeated failure to respond in a timely manner may result in:
 - o Escalation to the VP-Operations
 - o Reduced priority for future optional ice
 - o Review by the Executive

2. Coach Awareness

- a. All weekend ice emails will include the team's head coach to ensure:
 - o Coaches are aware of ice being offered
 - o Managers are expected to coordinate with the head coach before declining or returning an accepted ice slot.

Regularly Scheduled Team Practices

1. Teams are expected to attend and use all regularly scheduled practice slots. If a team is unable to attend a scheduled practice due to an extenuating circumstance, which may include team illness, weather conditions, or other unforeseen circumstances, the team must notify the Ice Allocator by email as soon as they become aware that they will be unable to attend the scheduled practice.
2. If a team is participating in a tournament and knows they will be unable to attend a regularly scheduled practice, the team must notify the Ice Allocator by email as soon as they are confirmed to attend the tournament and become aware that they will be unavailable for the practice.

Failure to attend a scheduled practice without notifying the Ice Allocator may result in disciplinary action as outlined below.



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Disciplinary Actions

SDMHA recognizes that circumstances may arise that make it difficult for a team or manager to meet the requirements of this policy. Teams and managers are expected to communicate promptly with the Ice Allocator when an issue arises.

Failure to comply with this policy, particularly repeated or avoidable non-compliance, may result in corrective or disciplinary action by SDMHA that may include, but are not limited to:

- Verbal or written reminder of the applicable requirements.
- Formal written warning to the team manager and/or team officials.
- Loss or reduction of access to optional or additional ice allocations.
- Requirement to reimburse SDMHA for costs incurred as a result of unused or improperly returned ice, including applicable ice charges or officiating costs where cancellation deadlines have passed.
- Financial penalties or fines, where approved by SDMHA and applicable to the circumstances.
- Temporary or permanent removal of manager privileges in cases of repeated or significant non-compliance.
- Temporary or permanent removal of coach privileges in cases of repeated or significant non-compliance.
- Escalation to the SDMHA Executive for review.
- Other appropriate action as determined by the SDMHA Executive based on the circumstances.

Policy Review

This policy will be reviewed annually by the SDMHA Vice President of Administration and the SDMHA Ice Allocator to ensure it remains relevant, effective, and aligned with SDMHA's operational needs.