

# CVYH Ice Request Policy for Additional Ice Time

## Purpose

This policy outlines the procedures for all CVYH teams requesting additional ice outside of their regularly scheduled allotment (practices and games). The goal is to ensure transparency, fair access, and proper financial accountability when teams seek extra development opportunities.

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## 1. Eligibility & Guidelines

### 1.1 Who Can Request Extra Ice

- Head coaches or team managers may request additional ice on behalf of their team.
  - Requests must support team development, such as:
    - Additional practices
    - Special skill sessions (e.g., goalie-specific training)
    - Team-building events or scrimmages
    - Additional Games
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## 2. Request Process

### 2.1 Submission Requirements

To request additional ice, teams must submit a CVYH Additional Ice Request Form via Google Forms to the Ice Scheduler and CC the Treasurer.

[LINKED HERE](#)

### 2.2 Submission Follow-up

- Follow up with an email that the form has been completed to the **Ice Scheduler at [sara@blackbearhockey.org](mailto:sara@blackbearhockey.org)** and CC the **Treasurer at [Treasurer@blackbearhockey.org](mailto:Treasurer@blackbearhockey.org)**
- Subject line should read: “**Additional Ice Request – [Team Name]**”

### 2.3 Timeframe for Requests

- Requests must be submitted **at least 14 days in advance** of the desired date.
  - Emergency or last-minute requests will be considered only if ice is available.
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## 3. Cost & Payment

### 3.1 Ice Cost Responsibility

- Teams are responsible for **100% of the cost** of additional ice.
- The Ice Scheduler/Treasurer will provide the current hourly rate upon request.
- If the request is for an additional game and the team uses refs, the cost for the refs will also be covered 100% by the team.

### 3.2 Payment Options

Teams may choose to:

- Pay directly from their team budget (Fundraising Money Raised transferred to the Organization).
- Collect funds from families to cover the cost. Under this option, the Treasurer will invoice the families individually through SportsEngine.
- Request reimbursement through sponsorships (if applicable and pre-approved). The Team is responsible for finding the Sponsor and coordinating payment with the Treasurer.

### 3.3 Invoicing

- The Organization will be billed by the specific rink and referees (if applicable) after the requested ice time slot is selected and confirmed. After the Organization is billed by a specific rink and referees (if applicable), the Team will then be invoiced by the Treasurer.
  - Payment is due within **15 days** of invoice submission unless other arrangements have been made with the CVYH Treasurer. **All payments must be made within this timeframe; after-the-fact payments will not be accepted.**
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## 4. Approval & Confirmation

### 4.1 Review Process

- The Ice Scheduler will review all requests based on:
  - Ice availability
  - Organizational priorities
  - Reasonable usage and fairness

## 4.2 Confirmation

- Approved requests will receive a written confirmation via email.
  - Do not assume ice is secured until you receive confirmation from the Ice Scheduler.
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## 5. Cancellation Policy

### 5.1 Cancellation by Team

- Cancellations will result in a full charge to the team if the slot cannot be reassigned or resold.

### 5.2 Reassignment

- Returned or unused extra ice may be reallocated at the discretion of the Ice Scheduler.
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## 6. Compliance

Failure to follow this policy may result in:

- Denial of future extra ice requests
  - Billing of unused ice
  - Potential disciplinary action by the CVYH Board
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## Contact

### Ice Scheduler

Email: [Sara@blackbearhockey.org](mailto:Sara@blackbearhockey.org)

### Treasurer

Email: [Treasurer@blackbearhockey.org](mailto:Treasurer@blackbearhockey.org)