



Huntsville Girls Hockey Association
Ice Scheduling Policy

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1.0 Purpose

- To create a clear, yearly process for scheduling ice to support the needs of the Huntsville Girls Hockey Association as a whole. Covering all tryout, practice and game requirements, which also include the Huntsville Sting Home Tournament weekend.

2.0 General Governance

- All teams and activities must comply with the rules, bylaws and policies of:
 - Hockey Canada
 - Ontario Hockey Federation
 - Ontario Women's Hockey Association
 - Simcoe Muskoka Girls House League
 - Huntsville Girls Hockey Association

3.0 Insurance and Location

- Insurance coverage for all activities must be obtained through the OWHA and in place prior to the first scheduled use of each facility.
- To run a successful year, the HGHA must secure insurance and ice from the following facilities:
 - The Town of Huntsville (Summit Center)
 - The Township of Lake of Bays (Baysville)
 - The Township of Armour (Burks Falls)
 - The Township of Seguin (Humphrey)
 - Trillium Lakelands District School Board (Huntsville High School for off-ice meetings).

4.0 Ice Allotment Process

4.1 Determining Ice Requirements

- Ice Scheduler determine ice hours based on projected team numbers, league requirements, age group, and past allocations.
- Past allocations: Every effort will be made to maintain similar ice allocations as the previous seasons unless a concern has been raised prior to scheduling.
- Input from directors or team representatives may be considered, but adjustments will only be made if it benefits the organization; final decisions rest with the Ice Scheduler

4.2 Assignment Principles

- Practice Ice: Monday-Friday, assigned by age group (younger players earlier, old players later).
- Game Ice: Primarily weekends, with flexibility for mutually agreed locations if necessary.
- Once board-approved, the Ice Scheduler manages and implements the schedule, including any adjustments.

4.3 Request Submissions

- Team representatives may submit suggestions via email prior to ice allocation.
- Ice Scheduler reviews requests but is not obligated to implement them.

5.0 Team Ice Allocations

Team Type	Practices	Regular Season Games	Practice Format
Competitive	2/week, from ____ to ____	11	Full Ice
House League	1/week, from ____ to ____	10	Half Ice

Notes:

- Ice Scheduler assigns practice times by age group.
- Games for traveling teams may be scheduled at mutually agreed locations.
- Game locations will be scheduled based upon level of referee required and referee availability.
- Competitive tryouts for the following season will be scheduled in accordance with the by-laws and policies of Hockey Canada, OHF and the OWHA.

6.0 Tournaments and Blackout Dates

6.1 Huntsville Sting Home Tournament

- Tentative date proposed by the Town of Huntsville and approved by the HGHA board.
- Ice Schedule confirms ice at Huntsville, Baysville and Burks Falls, then provides secured ice to the tournament committee.

6.2 External/ Local Tournaments

- External tournaments refers to events hosted by other organizations that may affect ice availability.
- Facilities provide unavailable dates before scheduling begins.
- Ice Scheduler assigns alternate ice to ensure teams receive their required allotment.

6.3 Blackout Dates

- Team representative submits blackout dates for tournaments to the Ice Scheduler.
- House League blackout dates must be submitted by the second week of September to prevent scheduling delays.
- Ice Scheduler incorporates blackout dates into the master schedule.
- If a tournament overlaps a scheduled practice, a makeup practice is scheduled within a designated window at the Ice Scheduler's discretion.
- Ice Scheduler reviews schedule with the House League Director to confirm accuracy.

7.0 Holidays

- Christmas and March Break: No scheduled practices; make up practices will not be scheduled.

- Other holidays or cancelations: Makeup practices may be scheduled at the Ice Scheduler's discretion, depending on ice availability (see section 9).

8.0 Cancellation and Rescheduling

- Each team designates a single contact for communication with the Ice Scheduler.
- Cancellation requests must be emailed to ice.scheduler@huntsvillegha.ca and the facility:

summitcenter@huntsville.ca
CMcComb@lakeofbays.on.ca
arena@burksfalls.ca
kduggan@seguin.ca

8.1 Practices

- Ice Scheduler provides alternate ice options for rescheduling; availability may vary.
- Makeup practices may not be at the same facilities or time as originally scheduled.

8.2 Games

- Competitive home games: Home team initially contacts opponent to reschedule; Ice scheduler confirms ice.
- House League games: Team contact escalates cancellation to Ice Scheduler, who coordinates with other SMGHL organizations.
- All schedule updates must be reflected in the Ramp calendar after ice scheduler confirmation.

9.0 Authority

- The Board will establish the seasonal scheduling framework including setting the starting/end dates, ice budget and equitable allocation targets for Competitive and House League programs.
- The Ice Scheduler holds the delegated authority to execute the schedule within the board-approved framework including venue selection, time slot assignments, cancellations and rescheduling, and urgent conflict resolution.
- Scheduling requests from Directors, designated team contacts or committees may be considered at the discretion of the Ice Scheduler based on the organizational benefit and feasibility.

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