

## Lethbridge Ringette Association

### Out of Town Ice Booking Procedure – (revised Sept 23, 2018):

Please Note: Head Coach, Assistant Coaches, or Managers are the only team staff approved to book out of town ice unless Director of Ice Administration is notified prior to booking.

1. **Booking Vulcan** – in order to provide efficient bookings with the Vulcan Ice Rink, please follow these steps:
  - a. Vulcan provides an ‘available ice’ schedule calendar on its website at <http://www.booking.ca/bkvulcanrecreationpub/calendars/facilities/index.asp> .
  - b. Click #3 ‘View Facilities Calendars’.
  - c. Please use this calendar to determine your ice times and then email Channing, Town of Vulcan Recreation Department, at [recassistant@townofvulcan.ca](mailto:recassistant@townofvulcan.ca) to request a booking for your ice. You will need to include Gordon Cox (‘cc’ [Gordon.cox@lethbridgecollege.ca](mailto:Gordon.cox@lethbridgecollege.ca)) in your email to Channing or Vulcan will not book the ice on your team’s behalf.
  - d. If necessary, Channing’s phone number is 1-403-485-6659. Or Bonnie Ellis at 1-403-485-2554. Office hours are M-F 8:30am to 4:30pm.
  - e. **Book Referees** (minimum 2 week notice) via email to Kurt Parks at [kiparks@telus.net](mailto:kiparks@telus.net). Kurt will require the Date, Start & End Times, along with the Division (i.e. U10 Step 1, U14A) in order to provide referees.
  - f. **Take Shot Clocks!** Vulcan ice rink does not have shot clocks.
  - g. **Cancelling Your Booked Vulcan Ice?** (minimum 2 week notice) You must contact by email Kurt Parks, Channing (Town of Vulcan), and Gordon Cox. Don’t forget to notify the other team.
2. **Vulcan Booking Cancellation Due to Weather – You must contact the following:**
  - a. Other teams contact by phone.
  - b. Kurt Parks by phone 403-795-5520.
  - c. Vulcan Rink Operator by phone 1-403-485-2612.
  - d. Gordon Cox via email [Gordon.cox@lethbridgecollege.ca](mailto:Gordon.cox@lethbridgecollege.ca)

**3. Booking any other 'Out of Town' Ice –**

- a. Contact the rink manger or the appropriate town department and book the ice you would like. Confirm the rink has Ringette lines painted and do they have 30 second shot clocks?
- b. Have them invoice the  
  
Lethbridge Ringette Association  
Attention: **(Your Name) (Your Team Name)**  
Box 1792  
Lethbridge, Alberta  
T1J 4K4
- c. Send Gordon Cox an email with the Location, Date, Start & End Times of your booking.
- d. **Book Referees** (minimum 2 week notice) via email to Kurt Parks at [kjparks@telus.net](mailto:kjparks@telus.net). Kurt will require the Location, Date, Start & End Times, along with the Division (i.e. U10 Step 1, U14A) in order to provide referees.
- e. **Cancelling Your Booked 'Out of Town' Ice?** (minimum 2 week notice) You must contact by email Kurt Parks, Appropriate 'Town' Contact, and Gordon Cox. Don't forget to notify the other team.

**4. Booking Cancellation Due to Weather – You must contact the following:**

- a. Other teams contact by phone.
- b. Kurt Parks by phone 403-795-5520.
- c. Appropriate 'Town' Contact by phone.
- a. Gordon Cox via email [Gordon.cox@lethbridgecollege.ca](mailto:Gordon.cox@lethbridgecollege.ca)

Thank you in advance for your cooperation.

Lethbridge Ringette Association

Gordon Cox  
Director of Ice Administration  
403 999 7848

[Gordon.cox@lethbridgecollege.ca](mailto:Gordon.cox@lethbridgecollege.ca)

Kurt Parks  
Director of Officials  
[kjparks@telus.net](mailto:kjparks@telus.net)  
403-795-5520