



Unused Ice Policy

1. Purpose

1.1 The purpose of this policy is to ensure that all ice allocated by the West Ottawa Ringette Association (WORA) is used efficiently and responsibly. Ice time is a limited and costly resource, and its proper use is essential to maintaining WORA's reputation with facility providers, supporting player development, and ensuring fair and equitable use of Association resources.

2. Scope

2.1 This policy applies to all WORA teams, including FUNdamentals, Regional and Competitive divisions, that receive ice directly assigned by the Association. It covers all practices, games and development sessions scheduled on WORA-assigned ice.

3. Guiding Principles

3.1 Ice is a valuable and finite resource that must be managed with care.

3.2 Unused or wasted ice may negatively impact WORA's future allocations from providers.

3.3 Teams are expected to make every reasonable effort to use their assigned ice or arrange suitable alternatives when conflicts arise.

4. Responsibilities

4.1 **Team Manager** is responsible for ensuring attendance at all scheduled practices and games. In the event of a conflict or cancellation, they must follow the procedures outlined in Sections 5 and 6.

4.2 The **Ice Scheduler** is responsible for tracking cancellations, attempting to reassign unused ice when given sufficient notice (≥ 48 hours), and reporting any non-compliance to the WORA Board of Directors.

4.3 The **WORA Board** of Directors is responsible for enforcing this policy and may implement cost recovery measures when applicable.

5. POLICY

5.1 Practice Ice

5.1.1 If a team is unable to use its assigned practice ice, the team staff should first attempt to swap ice time with another WORA team. The ice scheduler needs to be notified whether a swap is possible or not so they are able to update the tracking spreadsheet. In the event a team is unable to find a swap on their own, the ice scheduler will:

- a) In the event of half-ice practices, offer the sharing team a full ice practice; or
- b) Re-assign the ice to another team.

5.1.2 In the event that a missed practice could not be re-assigned, the ice will continue to count towards the teams practice allocation for that month.

5.1.3 Valid Reasons for Practice Cancellation include:

- a) Hazardous weather conditions,
- b) Tournament participation,
- c) Facility-related ice loss, and
- d) Re-scheduled league games

5.1.4 Invalid Reasons for Practice Cancellation Include:

- a) Coach unavailability including for training session,
- b) Insufficient player or goalie attendance,
- c) Missing bench staff, and
- d) Other non-critical issues (e.g., availability of officials for non-league exhibition games and scrimmages, forgotten equipment etc.)

5.2 Game Ice

5.2.1 If a game must be rescheduled or cancelled, the team **must** follow the [NCRRL cancellation and rescheduling guidelines](#), including notifying the opposing team.

5.2.2 In the event of a Home Game cancellation, the team must submit the re-scheduling request through NCRRL and notify the WORA Ice Scheduler ASAP so alternative ice can be arranged.

5.2.3 In the event of short notice cancellations (<48 hours), the team must call the opposing team and the referee coordinator immediately (see the NCRRL guidelines linked above).

6. Financial Implications

6.1 In the event unused/cancelled ice cannot be re-assigned and/or a cancellation is made within less than 48 hours of the scheduled time, teams will be invoiced for the associated ice costs, including applicable taxes (~\$240). Charges will be based on actual City of Ottawa Ice rates.

6.2 Failure to pay these charges may result in the loss of future practice allocations and may also lead to additional disciplinary/administrative action by the WORA Board.

7. Exceptions

7.1 Charges and penalties will not apply in cases where the city and/or facility cancels the ice, extreme weather events, cancellations directed by WORA.

7.2. The WORA board reserves the right to approve other exceptions on a case by case basis.