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St. Brieux Recreation Centre Ice Swapping Policy

Policy 100-02

PURPOSE

To create a protocol for swapping ice between teams in an effort to ensure all relevant parties are notified of changes in scheduling.

- ❖ Ice may be swapped between teams
- ❖ Managers must be the parties swapping ice times.
- ❖ Scheduling Coordinator and Caretakers as well as Managers MUST sign authorization.
- ❖ Kitchen leader must be notified by initiating team.
- ❖ Swap and notification MUST be confirmed as soon as possible (prefer 5 days notice).

Passed by resolution of the St. Brieux Recreation Centre Committee on Aug.2, 2012.

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St. Brieux Recreation Centre

Ice Swapping Policy

Policy 100-02

ORIGINATING TEAM PROPOSED SWAP _____

Date and Time to Swap:	
FOR	
Date and Time of Swapped Ice:	

Our Team proposed to swap the above ice.

Name

Date

ACCEPTANCE

Our Team accepts to swap the above ice.

Name

Date

NOTIFICATION ACCEPTED:

CARETAKER

Name

Date

SCHEDULING MANAGER

Name

Date

KITCHEN LEADER

Name

Date