



ICE SCHEDULING PROCEDURES

▪ If your team has a HOME game conflict

- Email: ice@halifaxhawks.ca
- Subject – Home Game Conflict **WITH GAME NUMBER**
- The Ice Scheduler will:
 - Change the user to Ice Scheduler (in Skedda)
 - Title will read: **Reserved for Conflict Resolution at this time**
 - A reply will be sent to the original sender as noted

▪ If you have an away game conflict for any reason

- Email – ice@halifaxhawks.ca
- Subject – Away Game Conflict **WITH GAME NUMBER**
- The Ice Scheduler will:
 - Change the User to the Ice Scheduler
 - Title will read: **Reserved for Conflict Resolution at this time**
 - A reply will be sent to the original sender as noted

▪ If you have an AWAY game conflict and it is due to a practice, (games trump practices)

- Email: ice@halifaxhawks.ca
- Subject: **Team Practice Conflict**
- Body of the email – **Provide the date, Time & reason for conflict**
- A reply will be sent to the original sender as noted

