

CHESTER CURLING CLUB

Ice Booking Guidelines

Effective Date: December 1 / 25

Board Motion Date: November 24 / 25

Eligibility

Registered and paid Chester Curling Club Members are eligible to book ice time during practice blocks as a benefit of Membership by contacting bookings@chestercurlingclub.ca.

In addition to scheduled practice blocks, Practice Status Members are eligible to book ice time during a league block, if the ice is available at that time.

Members may book an ice rental by contacting bookings@chestercurlingclub.ca and are subject to approval.

Non-members may book an ice rental by contacting info@chestercurlingclub.ca and are subject to approval.

The Head Ice Technician or other Club representative will open and close the building for ice rentals and/or practice ice.

Procedure for Online Ice Bookings for Practice Block or Rental (Members)

1. Chester Curling Club Members may book ice time by using the online booking system under the *Member Menu*.
 - a. Go to club website (<https://chestercurlingclub.ca/>) and log-in using member credentials.
 - b. Find the *Reserve Ice Time* link under the *Member Menu*.
 - c. The sheets and times available will be shown.
 - d. After booking, the member will receive a confirmation email (within 24 hours) once the time has been approved.

Procedure for Online Bookings for Rental (Non-Members)

1. Non-members may book a rental by contacting info@chestercurlingclub.ca.
2. Non-members must have waiver forms and payments submitted in advance and are required to follow all Chester Curling Club protocols. Forms are available at www.chestercurlingclub.ca. Entry to the ice shed is prohibited without confirmation of waiver forms and payment received.
3. See *Facility Rental Guidelines* for rental fees.

Ice Availability & Allotments

1. Junior Members with a paid practice fee may book from 48 hours to 15 days in advance.
2. Other Members can book one (1) sheet at a time, from 48 hours to 14 days in advance.
3. Approval for ice time will be granted in the following priority order:
 - a. Junior Teams with fully paid Practice Ice status.
 - b. Chester Curling Club Members Teams.
 - c. Full Senior individual Members.
 - d. Other individual Member Categories.
4. No individual Member may book ice time during a practice block unless at least one other curler or team has also booked time. In other words, practice block ice is not available for a single curler alone.
5. Ice is available in half-hour allotments.
6. Back-to-back times can be requested up to a maximum of 90 minutes daily.
7. Requests for time beyond 90 minutes must be sent to bookings@chestercurlingclub.ca.
8. If booking requests exceed available ice, no team may have the weekly practice slot for more than two consecutive weeks.
9. If ice is not available at the time of booking, contact bookings@chestercurlingclub.ca so we are able to determine total sheet requests and create a wait list.
10. Ice time availability may be dependent upon availability of endorsed volunteer club member supervisor.

Cancellations

1. Cancellations must be done 24 hours in advance.
2. Email info@chestercurlingclub.ca and bookings@chestercurlingclub.ca with cancellation explanation if it occurs less than 24 hours in advance.
3. Cancellations or no-shows that become excessive without a valid reason will put future approval in jeopardy.
4. Inclement weather and unforeseen personal circumstances are acceptable reasons for the inability to cancel in advance.

Junior / Junior Team Ice Bookings

1. The booking must be in the name of the team in which the ice is reserved.
2. At the time of online reservation, list the names of all participants, including coaches and parents, expected to be in attendance (comments section of the booking).
3. Juniors may not be in the club without a coach or parent present.
4. All Safe Sport Protocols must be strictly adhered to, and all Child Abuse Registry Checks and Vulnerable Sector or Criminal Checks must be submitted prior to Club entry.

Notes:

1. Approvals will be made on a first-come-first-served basis, except for *Practice Ice* booking, where Junior Members will have priority.
2. Ice rental bookings requests may supersede pre-booked member ice reservations, including Junior Practice members.
3. In the circumstance where the Head Ice Technician is not present:
 - a. The building will be open and closed by an authorized Club Member and subject to the availability of the said volunteer.
 - b. Persons completing ice preparation must be approved by the Head Ice Technician or Junior Chair.
 - c. Additional ice preparation may be required as instructed upon receiving booking confirmation.

This guideline is subject to amendments or revisions, as needed, to ensure its relevance and alignment with Club values, and operational and financial goals. All amendments must be approved by the Board.

Revision dates:
September 16 / 25
October 5 / 25
October 20 / 25
October 23 / 25
October 29/25
November 24 / 25
November 26 / 25