



Association Ice Scheduler:

- Ice Contacts:
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 - Brett Petersen – GAC
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- Early August - receive available ice time from LSCC (after the ADs from the High Schools set the Varsity/JV schedule)
 - LSCC Ice hierarchy is:
 1. Bulldog HS/JV program
 2. Bulldog Hockey Association
 3. Others
- Mid-August - contact GAC for available ice time
- Things to consider when scheduling
 - # of teams at each level
 - The ratio of ice time for each team
 - Age of players when choosing timing of the slots
 - Mini mites & mites are scheduled back to back on their Saturdays/Sundays throughout the season
 - Association to host any tournaments during the season?
 - Ice time as even as possible thru the season or heavy early season or heavy late season?
 - Which teams can share ice
 - How long are the ice slots – 60, 75, or 90 minutes
 - Squirt/U10 games fit in 60 minute slots
 - U12/PW games fit in 75 minute slots
 - Bantam games fit in 90 minute slots
 - Most slots start with resurfaced ice
 - 15 minutes needed to resurface ice
 - Mini mites & mites may not need to resurface



- It's helpful to maximize ice time for all teams if home games per team are limited per week/per month
 - Any home game means the other association teams are without ice during that slot
- By end of August return ice slots' request to LSCC & GAC for Association season
 - Reserve more than is budgeted at this point in the process.
 - Many adjustments will need to be made to get every team's game schedule in and then to get the total association hours at the budgeted amount
- End of September – have schedules ready for team reps to take to District game scheduling meeting in early October
 - With guidelines for the game schedulers that they are to communicate with those sharing their ice slots so as not to double book a home ice slot
- End of September – post 2-4 weeks' worth of the ice time as scheduled for each team
- 2nd week of October the teams should have submitted their game schedules to you so adjustments can be made to 'finalize' the season's schedule
- Return ice time as needed to be within striking distance of the budgeted amount
 - There will be constant returns and exchanges throughout the season but try to keep a pulse on the total hours so as not to short the teams or go over budget
- Mid October - post practice/game schedules on the Association website
 - Works best to have all changes posted by ice scheduler (clearing house) instead of individual team reps
- Mid October - send Ref Scheduler the listing of the home games with following info:
 - Team
 - Coach's name
 - Date
 - Time slot (start and end)
 - Location
 - Opponent



- As season plays out, be in regular contact with team managers to verify schedule
 - Team managers should check the website daily for any changes and communicate that to their team
 - Verify weekly the upcoming home games with the team managers and the association ref scheduler as to time, location, opponent
- Track ice time by team
 - Home games
 - Away games
 - Tournaments
 - Practice time
- Weather issues
 - LSCC will not charge for ice time if the weather prevents the association from using it
 - If even 1 person is on the ice during the scheduled time, the association will be charged
 - BUT if no one uses the ice on a day/night where the weather is a factor, LSCC will not charge the association
- Keep in regular contact with:
 - Arena managers (LSCC & GAC)
 - Ref scheduler – ANY changes in games need to go through him/her
 - Team managers