

# Macklin Minor Hockey Association

## Game Scheduling Guidelines

Hello Team Managers,

MMHA has decided to lay out some ground rules to help the Ice Coordinator better facilitate Arena Ice. It is our intention to utilize MMHA ice to the fullest extent before renting ice from the Senior Mohawks or the additional ice from the town of Macklin. Attached is a set of rules that Karen will be using to grant available ice to teams.

- All **Home Games** are to be entered by the ice scheduler. Please do not at any time enter any home games into the web site.
- All **Away Games** are to be entered by the Team Manager to keep the website updated for their Team Games at all times.
- All Managers are to audit their Team schedules weekly to ensure accuracy of dates, times and games. Any issues with the online schedule are to be directed to the ice scheduler.
- All league games will have precedent over Exhibition Games.
- All Provincial games will have precedent over League Games.
- There will be no exhibition games accepted after January 15<sup>th</sup> due to Provincial Playoffs starting. But if there is open ice that week and you would like to schedule an exhibition game you would be able to book a game once we are into that week of the schedule.
- A Team practice during their ice slot has precedence over an exhibition game by another team in another division. (ie. Midgets would like to practice during their game time on a Saturday and Atoms would like to book an exhibition game, Midgets would have precedence due to it being their ice time).
- Shiny ice will only be used as a last resort and would need permission from the Initiation group prior to booking.
- The process for booking a game or ice time will be, go to website select "ice" find ice time and fill out form and hit send. If there is a problem processing the ice time, the scheduler will contact you with issues. If the ice time is listed for booking, it should be available.

We need all Managers to send in their available ice no later than October 30<sup>th</sup>. If we have not received a reply back from you by then, all of your Teams current available ice will be posted on the website and up for grabs by other teams. So, what we are asking is for all Managers to look through their Team Schedule and make sure their ice time is accounted for by having games, practices or available to book.

MMHA is asking that you Managers please do not hoard your ice time if you have it available.

Lastly and most important, **ALL ICE MUST BE USED OR IT BETTER BE AVAILABLE TO BE BOOKED BY ANOTHER TEAM.** Do not waste our ice as it is too precious and costly.

· Thank you all for your cooperation this year, and hopefully this clarifies the process the Ice Coordinator will follow when booking ice. If you have any questions, please do not hesitate to call or email me.

Thank you,

**MMHA Executive**