



Appendix 3: APHL Scheduling Meeting

Purpose: The APHL will hold an annual scheduling meeting approximately one week after the completion of the tiering season. Each team will participate in the meeting to schedule all their APHL games for the current season.

Rules/Guidelines:

- a) The Scheduling order for each scheduling meeting will be as follows and may be adjusted each year by the APHL executive.
 - 1) 9:00am – U18 & Female Division
 - 2) 11:00am – U15 Division
 - 3) 1:00pm – U13 Division
 - 4) 3:00pm – U11 Division
 - Each team must arrive a minimum 30 minutes prior to their scheduled time and be seated in the staging area for a review of the scheduling rules.
- b) Each team will be allowed only one team representative to participate in the scheduling meeting.
- c) A draw will be held for seat placement at the scheduling table. Each team will draw a number. The lowest number will take the first spot at the table and will be the first to schedule two games. The highest number will be the last to schedule two games at the table. After the last person has scheduled their two games the format then reverts to the first person who then schedules their next two games.
- d) Each division will be allowed 1 hour and 30 minutes to schedule games. The APHL President will announce 30-minute, 20-minute and 15-minute warnings. At the 15-minute warning the President or Scheduling Director will have control of the scheduling table and assist in completing the scheduling of games.
- e) It is important that each team representative be respectful during the scheduling of games and allow the team who is currently scheduling to have the voice of the scheduling table. There will be zero tolerance for any side scheduling done during the scheduling meeting. If side scheduling occurs when it is not your turn to schedule games the team(s) in violation will have their next round of scheduling forfeited and will wait for the following round to participate in scheduling of their games. It is important that each team has access to all open dates for available ice at everyone's venue.

- f) Once all league games are scheduled for a tier, a master schedule will be printed off for each team to review the schedule and report any on the schedule to the APHL representative at the scheduling table. It is important to review each scheduled game to ensure the information on the schedule is accurate this includes the date, time, arena and opponent. No team is to leave the scheduling table until the schedule is reviewed and signed off by the team member and returned to the APHL scheduling representative.**
- g) Once the master schedule has be completed and signed off by the team representative the schedule is considered completed. If a game change is required after this time, see Appendix A (1) Game Changes.**
- h) Each team is allowed to block off one weekend during the APHL regular season. This may be used for a tournament or time away from the hockey schedule. There will be no dates allowed to be blocked off during the APHL playoff season. The block off weekend must be identified and presented to the APHL during the staging time prior to the scheduling meeting.**
- i) During the staging of the scheduling meeting each team will receive the following which must be signed off by each team representative prior to the scheduling meeting.**

 - 1) Scheduling meeting rules and guidelines**
 - 2) Important dates of the APHL**
 - 3) Copy of league fines and consequences for not attending APHL scheduled games**
 - 4) One weekend block off form during the regular season**
- j) The APHL President or Executive Representative has the authority to remove anyone from the meeting who exhibits unprofessionalism towards any APHL representative or APHL member, or for not following the rules and guidelines of the APHL scheduling meeting. The team whose member is removed from the meeting will not be allowed to participate in the APHL season.**
- k) The APHL executive may change or modify the scheduling meeting rules and guidelines without notice from year to year.**