The Central Alberta Hockey League

Ice Scheduler's Handbook

August 28, 2018 v1

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1. Introduction

We are sure we can all agree that the Ice Scheduler of each Association plays a very important role to the success of the Association and ultimately to the League. The Ice Scheduler's job is time consuming and demanding. People skills and patience are great assets to have when you take on this position. People are constantly demanding ice times and vacancies that you simply just cannot create anymore of!

The CAHL needs the Ice Scheduler to be knowledgeable in our deadlines and requirements when submitting ice for the season.

In this Handbook, we will describe what the deadlines are and what the CAHL needs to help us make all of this go smoothly from each Ice Scheduler from every Local Minor Hockey Association (Hereafter referred to as LMHA) within CAHL.

2. Objectives

Objectives of the Ice Scheduler

The Association Ice Schedulers are the direct reports of their LMHA President or Town/City. However, the Ice Schedulers must also be in contact with the Game Schedulers for CAHL.

The objectives of the Ice Scheduler each season are to:

- Provide available ice that meets the requirements of the CAHL Regulations
- Consider requirements of the travel guidelines when submitting available ice
- Submit Tiering Round ice for each team in CAHL by the deadline and format set by CAHL.
- Submit Regular Season ice for each team in CAHL by the deadline and format set by CAHL.
- Work with LMHA Team Managers/Coaches in finding additional ice times for possible crossover games in Tiering Round or TBA (To Be Announced which means no date or time or venue scheduled) from Regular Season.
- Work with LMHA Team Managers/Coaches in finding Playoff ice times, when needed.
- Verify Submissions are correct on the CAHL Website

3. Ice Scheduler Roles and Responsibilities

a) At the beginning of each season, or after any change in your LMHA, the Ice Scheduler will ensure that the CAHL League Administrator has the correct name, email and telephone number for you.

b) All Ice Schedulers must review the training documentation at the beginning of the season and if the interest or needs warrants, participate in a conference call or attend available training sessions if offered by CAHL.

c) It is important at the beginning of the season that the Ice Scheduler provide the CAHL League Administrator with any Venue Names and Addresses that are not already appearing on our website. See CAHL home page at www.cahlhockey.net and under the title "VENUES"

d) All Ice Schedulers must submit four (4) ice times, in the specified format for the CAHL Tiering round for each team declared in the CAHL. This must be completed by the deadline posted on the www.cahlhockey.net website, under DEADLINES. Please see later in this document for instructions how to submit the required ice slots.

e) All Ice Schedulers must submit eight (8) ice times, in the specified format for the CAHL Regular Season for each team declared in the CAHL. This must be completed by the deadline posted on the www.cahlhockey.net website, under DEADLINES. Please see later in this document for instructions how to submit the required ice slots.

NOTE: It is a big help if you have more ice than required available for the regular season please submit it. We will return it right away when we are done if we did not use it for your teams.

f) After ice has been submitted to the CAHL**,** it can be changed at any time by the ice scheduler until the deadline date and time if a serious issue has been found.

g) Playoff ice slots and scheduling procedures are handled differently from Tiering Round and Regular Season.

When a team receives the news from their CAHL Governor that they have made playoffs and what their seeding position is and their opponent, the Team Manager will then contact their LMHA Ice Scheduler for available ice slots to play the Playoff Round.

All Playoff Rounds are best of 3 and the highest seeded team will have Home Advantage, and therefore possibly requiring 2 home ice slots for the round. They will only use the second ice slot for a round if the series is tied after 2 games and requires a tie breaker game. Please refer to the Game Regulations Manual for more information regarding Playoffs.

It is expected that all Ice Schedulers will consider the travel of the opponent, and age category when offering valid ice times to their Team Managers who will then offer to their opponent.

Once a playoff series game dates/times/venue have been agreed upon by both teams, the Team Manager will forward to their Governor who will in turn forward to the CAHL League Scheduler to create the game on the CAHL Goalline system.

h) It is the responsibility of the LMHA Ice Scheduler to confirm that all Venue Date and Times are correct on the CAHL website as per their submission of the Venue Ice Slots. The CAHL will NEVER edit or delete submitted ice slots unless first contacting the LMHA Ice Scheduler.

The CAHL Game Scheduler will advise when schedules are ready to validate. Each LMHA Ice Scheduler will be given a period of time to make any corrections if any errors are noted from their original submission. Once this validation is complete, or the time allowed has passed, finalized schedules will be released. CAHL game schedules are NEVER finalized until advised from CAHL via email.

i) It is also the responsibility of the LMHA Ice Scheduler to provide ice slots for all TBA (To Be Announced) home games for their teams. The reason a TBA game is scheduled is there were no available ice slots to schedule a game between the two teams based on the information submitted, such as tournament dates, and travel time or the teams offered all the same dates to play on. TBA games should be dealt with in the same manner as the Playoff games. Please be courteous and considerate of the opposing teams travel.

j) Ice Schedulers must submit the ice slots to the CAHL by the deadline, however it is always encouraged to submit them earlier, if you have them ready to go early.

4. Considerations for Assigning Venue Time Slots to Teams

There are many things to consider when assigning time slots to teams to use. We will discuss a few major considerations in detail below:

- When considering game slots for known specific teams, **first consider the opponents in which your team is with and what kind of travel is typical**. Be sure that the start times of your ice allow for opposing teams to get there in the regulated time. See Game Regulation Manual on CAHL website for distance calculations and allowable start times. CAHL understands that this is not easy to do as the ice slots may have to be in before the teams are placed into a specific tier, but please do not submit an early or late ice slot when you are on the perimeter of our league boundary. Typically, Ice Schedulers always put the youngest age group on their earliest ice time available, but this may not be the best ice time considering the travel distance of the opponents in their tier.

- Try to offer different days and times of ice for each team to allow for more flexibility. For example, do not always schedule your one Novice team at 9:00 am on Saturdays. Mix it up. Give them Saturdays at 9 am and Sunday at 10:30 am one weekend, and the next weekend, give them Saturday at 10:30 am and Sunday at 9 am.

- **Try to submit more ice slots than required whenever possible.** You can always take these unscheduled slots back and use them for other teams after the schedules are released.

- For Regular Season, it is imperative that the Ice Scheduler is aware of each team's tourney travel requests. This will allow the Ice Scheduler to be cognisant to not schedule home ice slots for a team when they will be travelling to a tournament. Please obtain this tourney request list from your LMHA Team Managers or Administrator. If an Ice Scheduler does schedule an ice slot and the home team is unavailable to play the game as a result of a scheduled tourney, the ice is considered invalid and the LMHA will be fined in accordance to the CAHL Game Regulations Manual invalid ice.

- For all seasons, please be aware what are valid ice times and dates for games and all blackout dates. There is always a tiering break weekend where no games will be played and there is always a Christmas Break weekend(s) where no games are to be scheduled. Be aware from year to year what these specific dates are. See the CAHL website (www.cahlhockey.net) under "DEADLINES" for valid dates for each season.

- Essentially you will need 12 ice slots for every team that you declare in the CAHL. (4 slots for tiering round and 8 slots for regular season). Fines will be issued to any Association that does meet the requirement for each team. You will be expected to purchase ice from another association if the LMHA cannot provide enough ice to meet these requirements. Again, more ice slots are always welcomed, but it is not required.

- It is important to remember the minimum ice time lengths required for each age division. Some associations are able to offer longer times, which is great and allows CAHL to use the times interchangeably with other divisions. The minimum game requirements can be found in the CAHL regulations handbook found on the CAHL website. If you are using the minimum requirements for novice and atom, please remember that these cannot be interchanged with other divisions, so if submissions overlap with tournament requests fines will be issued by the league, and TBA's will be assigned.

We ask that you use the EXCEL template that has been provided by CAHL, with all fields filled in, to submit your Venue Ice Slots. Following will be step by step instructions on how to do this.

PLEASE NOTE: The information must meet the deadlines as noted on the CAHL website.

Submit the Ice Template to CAHL:

This is the method of submitting your ice slots to CAHL.

1) Go to the CAHL website: www.cahlhockey.net and go to "Forms"

2) Select the appropriate season template:

3) Fill in the form so that it looks like this, except with all your information for each team:

Home Team	Visitor Team	Start Date	Start Time	Duration (minutes)	Details	Show Details (Y/N)	League Name		Practice Type	Schedule Name	Venue
(as listed on CAHL)	(leave blank)	YYYY-MM-DD	HH:MM AM/PM	duration (minutes)	blank	blank	Novice/Atom/Peewee/Bantam/Midget		blank	Pre Season / Regular Season	Venue Name

Please note the following important formats:

HOME TEAM- This is your CAHL assigned home team. Must match the team name assigned on CAHL website. Each team must have the required (or more) number of ice time submissions. You can put all Novice/Atom/Peewee/Bantam/Midget on one spreadsheet or you may choose to have a spreadsheet for each age division if you have multiple teams in each age category.

VIS TEAM - Please leave this column blank. This will be filled in by the CAHL schedulers as they use the ice times to schedule games

DATE - The date format is so important to get right here. It must be in YYYY-MM-DD format. If you are using a Mac please be sure that you change the format if it transposes the format when opening the template.

START TIME – The start time is so important as well. This is the beginning of the ice slot. Please enter the start time in HH-MM AM/PM format. Where HH is hour and MM is Minute and either AM or PM is entered.

DURATION – This is the duration of the time slot. Time slots should in length of minutes

DETAILS - The details and Show Details columns should be left blank

LEAGUE – The League should be whatever age group the ice slot is for. Enter either:

Novice

Atom

Pee Wee

Bantam

Midget

Pract Type - This column should also be left blank

Schedule - Please enter **TIERING** for your tiering ice submissions and **REGULAR SEASON** for your regular season ice submissions.

VENUE – This Venue Name must exactly match the name that is on the website. The CAHL League Administrator will provide you a list of all the venue names before the ice needs to be submitted. You can simply copy and paste the name from the list into the template.

NOTE: You May Submit All Your Ice for All Teams on One Spreadsheet

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If you have more than one team in an age division, you may choose to have a separate spreadsheet for each age division – if you choose to do this, please ensure that ALL teams in an age division are included on the spreadsheet

4) Save the file in the following format: [assoc name] Regseason Ice Import.xlsx (Excel format)
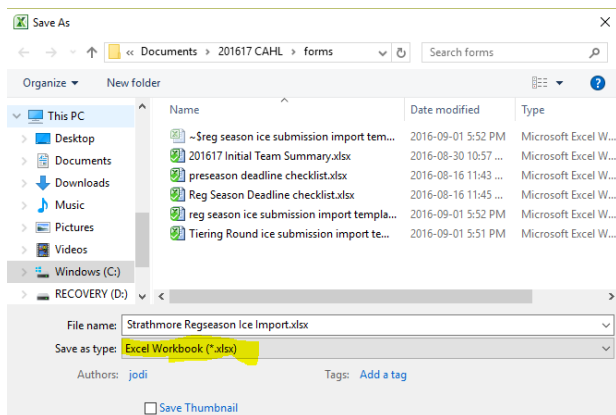
Be sure to double check your spreadsheet prior to submitting as there is no way to validate your data until schedules are on the website. Accurate submissions will also avoid CAHL fees.

5) Email the CAHL League Administrator @ admin@cahlhockey.net and attach the files that you just created.

6. Validating Ice Slots Created by Creating a Venue List Report

Once the schedules are complete, you will receive an email to validate your schedule. Your next step is to verify that all of the games you see online coordinate with your ice submissions. This should be a relatively easy task for smaller associations, but for larger associations, please request a venue list report from the scheduling team so that you are able to verify all of your games. At the scheduling team's discretion, you may be granted temporary online access to complete your validation and run the required reports. Please contact the CAHL League Schedulers to request this access.

For large associations with online access:
To create the Venue List Report, please follow these steps:

You can either create a report that displays all the ice slots entered by each team, or by each Venue
By Venue:
1) From the same menu of **Venue Time Slots**, let's create a Venue List Report by Venue first. First put in the dates of the whole season that you are validating. For example, for 2016 Tiering Round, Enter from Oct 14, 2016 to Nov 6th, 2016
2) The only thing you will change from the defaults is the **Venue**, choose the Venue for which you want to see the report for. Note: If you leave ALL VENUES selected, you will see all the VENUES in the CAHL.
3) Next you will click on the button **DISPLAY LIST**

Below the Search Criteria on your page should now be populated with all the Ice Slots for that Venue for the desired dates. An example is like this:

	Type	Date	Time	Duration	Venue	League	Team	Occupied
Total Slots								9
Teams								1
Leagues								1

Export Time Slots

|		Type	Date	Time	Duration	Venue	League	Team	Occupied
Edit		Free	2016-09-03	9:30 pm	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N
Edit		Free	2016-09-03	11:00 pm	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N
Edit		Free	2016-09-04	12:30 am	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N
Edit		Free	2016-09-04	2:00 am	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N
Edit		Free	2016-09-04	3:30 am	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N
Edit		Free	2016-09-04	5:00 am	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N
Edit		Free	2016-09-04	6:30 am	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N
Edit		Free	2016-09-04	8:00 am	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N
Edit		Free	2016-09-04	9:30 am	90	Spray Lakes Sawmills - Totem 1	Novice	NT1 - Cochrane	N

Note: You may also EXPORT TIME SLOTS by clicking on the button above your data so that you can export it back to EXCEL.

By Team:

1) From the same menu of **Venue Time Slots**, let's create a Venue List Report by Team now. First put in the dates of the whole season that you are validating. For example, for 2016 Tiering Round, Enter from Oct 14, 2016 to Nov 6th, 2016

2) Next Ensure that the VENUE is set to ALL VENUES

3) Next Choose the Age Group that your team is in from LEAGUE

4) Next Choose the Team Name under **Team**

   Note: If you leave **ALL TEAMS** selected, you will see all the TEAMS in the CAHL.

5) Next you will click on the button **DISPLAY LIST**
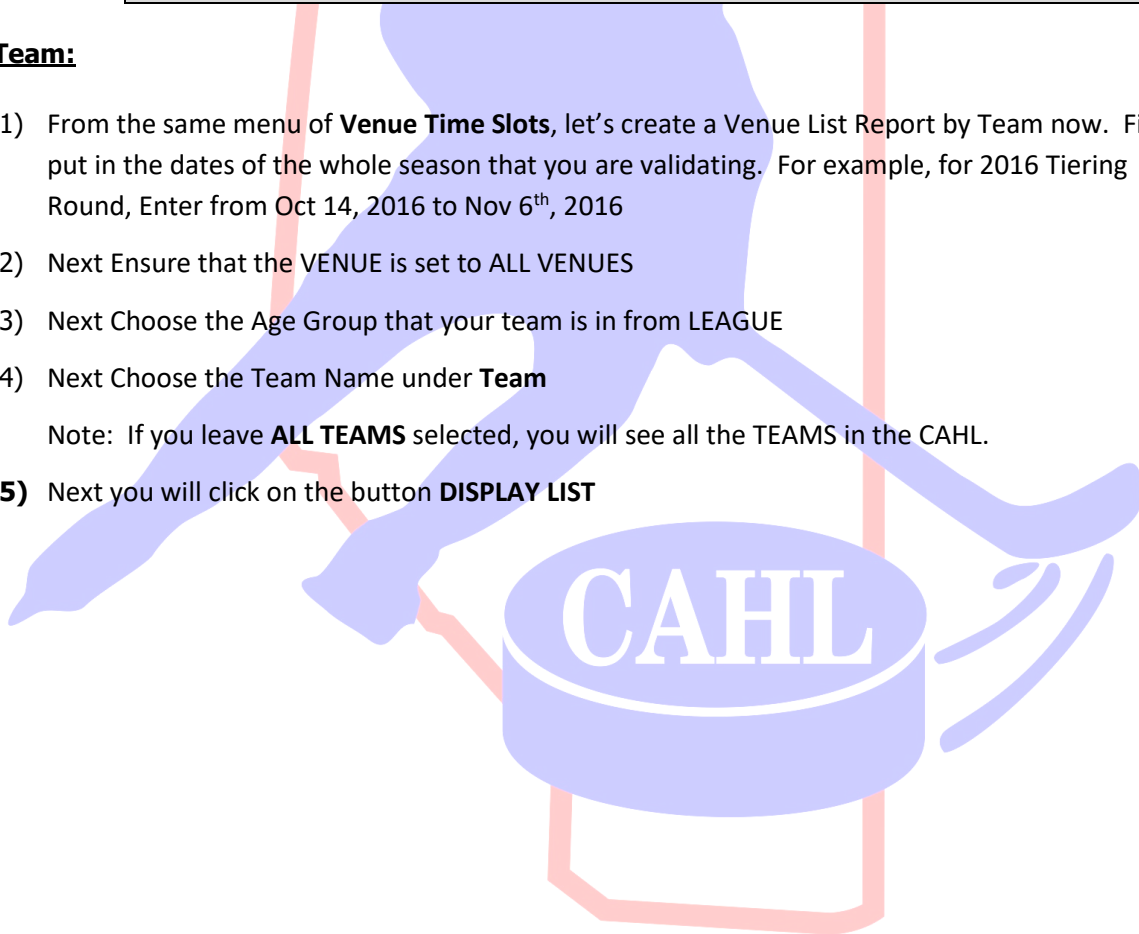
This is the current List of Venues on the CAHL Website

Adams Arena	Castor Arena	Fort Macleod Arena	Magrath Arena	Red Deer Arena	Strathmore Family Centre - Gold Rink
Alix Arena	Chestermere Arena - Blue	Genesis Place - Rockyview	Med Hat Family Leisure Centre	Rimbey Arena	Sundre Arena
ATB Center Twin Rink - East	Chestermere Arena - Red	Genesis Place - Shane	Medicine Hat Arena	RMH - Bunch Arena	Sylvan Lake Nexsource Centre 1
ATB Center Twin Rink - West	Claresholm Arena	GH Dawe Centre	Moose Recreational Centre	RMH - Quick Lane Arena	Sylvan Lake Nexsource Centre 2
Banff Recreation Centre - Arena 1	Clive Arena	Gleichen Arena	Morrin Sports Arena	Rockyford Sportsplex	Taber Arena
Banff Recreation Centre - Arena 2	Coaldale Arena	Hanna Arena	Nicholas Sheran Arena	Rolling Hills Arena	Three Hills Centennial Arena
Bassano Centennial Arena	Cochrane Arena	Henderson Ice Centre	Oilfields Regional Arena	Ron Ebbesen - Blue	Tilley Arena
Beiseker Arena	Collicut Centre	Hockey Hounds Arena	Okotoks Centennial Pason-Gold (New)	Ron Ebbesen - Gold	Tom Hornecker Rec Center
Bentley Arena	Consort Sportex	Hussar Arena	Okotoks Centennial Pason-Green (Old)	Rosemary Arena	Torrington Arena
Big Valley Arena	Coronation Arena	Innisfail Arena - Blue	Okotoks Recreation Centre - Murray	Scott Seamans Arena	Trochu Arena
Bill Herron Arena	Cremona Arena	Innisfail Arena - Red	Okotoks Recreation Centre - Piper	Servus Arena	Vauxhall Arena
Blackfalds Multiplex	Crossfield Arena	Irvine Sports Complex	Olds Arena - Aux Ice	Siksika Sportsplex	Vulcan Arena
Blackie Community Arena	Crowsnest Sports Complex	JBS Canada Centre	Olds Arena - Main Ice	Spray Lakes Sawmills - Totem 1	Warner Arena
Bob Snodgrass Rec Centre	Delburne Arena	Kainai Sports Centre	Oyen & District Memorial Arena	Spray Lakes Sawmills - Totem 2	
Bowden Igloo Arena	Delia Arena	Kinex Arena	Penhold Regional Multiplex	Spray Lakes Sawmills - Totem 3	
Bow Island Arena	Dickson Arena	Kinplex I	Pete Knight Arena	Standard Arena	
Brooks Centennial Arena	Didsbury Arena	Kinplex II	Picture Butte Arena	Stavely Arena	
Byemoor Arena	Drumheller Memorial Arena	Kinsmen Twin Arenas - KCA	Piikani Nation Multi-Purpose Arena	Stettler Rec Centre - Blue	
Canalta Centre	Duchess Arena	Kinsmen Twin Arenas - KCB	Pincher Creek Memorial Centre	Stettler Rec Centre - Red	
Canmore Recreation Centre - Alex Kaleta	Eckville Arena	Labour Club Ice Centre	Plainsman	Stoney Nakoda Recreation Centre	
Canmore Recreation Centre - Thelma Crowe	ENCANA Arena	Lacombe Can Pak - Arena 1	Ponoka Culture & Rec Complex	Strathmore Family Centre - Blue Rink	
Cardston Arena	ENMAX Centre	Lacombe Can Pak - Arena 2	Ralston Community Centre		
Caroline Community HUB	ENMAX Centrium - RD	Lethbridge Civic Ice Centre	Raymond Arena		
Carstairs Memorial Complex	Foremost Civic Centre Arena	Lomond Arena	Redcliff Arena		

8. Document History –

Original approval	This document was originally drafted by J. Christensen on Aug 31, 2016	
Review history		
Date	**Reviewed by**	**Comments**
Sept 2, 2016	T. Siverson	Implemented
Aug 30, 2018	T. Frost / R. Koehli / T. Siverson	Update completed
August 28, 2019	T. Frost / T. Siverson	Update Completed

Revision History

Version #	Approval Date	Description of Changes
1	August 30, 2018	Updated based on current ice submission requirements, added venues lists
2	August 28, 2019	Updated wording and email addresses for this season