



Call for proposals — Ice Scheduling Contract

January 28, 2022

Edmonton Federation Hockey League (EFHL) is seeking an Ice Scheduler to assist with league game scheduling for the 2022-23 season. Interested individuals or businesses are welcomed to submit a proposal to undertake work that meets the statement of work below. Please include your costs, background and qualifications in your proposal and email care of the EFHL President (jputters@visionstate.com) before midnight February 28, 2022. Please direct any questions to Chris March, EFHL Commissioner: efhlcommissioner@shaw.ca.

Title: EFHL Ice Scheduler

Objective: To schedule all tiering, regular season, and playoff games for the Edmonton Federation Hockey League for the 2022-23 season according to the rules, regulations and standards of play approved by the EFHL Board of Directors.

The following list includes duties required by the EFHL Ice Scheduler:

- Correspond with Ice Allocators of Member Associations throughout the year and attend EFHL Operations Committee and Board meetings to assist in providing feedback on standards of play and scheduling.
- Responsible to ensure all Member Associations have provided the requisite ice based on confirmed teams to facilitate scheduling for the league.
- Three separate schedules will be required.
 - Tiering Round (Typically October to mid November)
 - Regular Season Round (Typically mid November to end of February)
 - Playoffs (Typically the first three weeks of March)
- Working closely with League Commissioner, keeping master schedule updated including League Game Reschedule requests during the season
- Providing guidance to EFHL Committees and Board of Director on policy matters concerning ice and scheduling
- Once team tiering information is received, schedules need to be developed, reviewed, and uploaded to the EFHL website in 7-10 days
- Additional duties related to EFHL scheduling and integration with any third-party assigning platform may be required to coordinate with Hockey Alberta officials
- Additional duties as required relating to scheduling for all three rounds of the EFHL season

Contract Length:

The Ice Scheduler contract will run from May 1, 2022, until April 30, 2023, further renewals to be negotiated with EFHL depending on the successful candidate's submission.

Submission needs to include the following:

- Scheduling program to be used with examples of flexibility in scheduling
- Renumeration expectations from the EFHL for the duties required above
- Experience scheduling large diverse league play
- Names of all employees and contractors to be utilized

Deadline for Submissions: Midnight February 28, 2022

Only those who will be interviewed will be contacted, we thank all for their submissions.