**Kyla Pedlow**

**Email**:   FloorAllocator@jdflacrosse.com

Our home rinks are as follows.  Practices and home games may be scheduled at any of these locations:

* JDF Box (at West Shore Parks & Recreation)
* Belmont Box (@ John Stubbs School)
* JDF Arena(at West Shore Parks & Recreation)
* The Q Centre(at West Shore Parks & Recreation)

**Floor allocation**

Welcome to a new box season.

This year - we have published policies for the allocation of floor time.  Please take a few minutes to read these as many of your questions will be answered.

**JDF Lacrosse Association Floor Allocation Policies**

1)Floor allocation will be done using the following principals

1. a.Outdoor space and times will be allocated for practices as follows;
2. b.Mini Tyke, Tyke, Novice - preference for earlier time slots in the evenings  5-7 PM weekdays
3. c.Mini tykes and Tyke teams WILL share floor time - all other teams will get dedicated floor times.
4. d.Pee wee / bantam - preference for later timeslots in the evenings 7-9PM
5. e.Midget /  Intermediate& Junior girls - preference for late timeslots 9-10
6. f.Standing practice times will be divided evenly first before second standing practices will be given
7. g.Mini Tyke teams will get shared practice times 60 minute slots
8. h.Tyke teams will get shared practice times 60 minute slots
9. i.Novice teams will get individual practice slots 60 minute slots
10. j.Pee Wee / Bantam / Midget will get 90 minute individual practice times subject to floor time availability.
11. k.Intermediate floor time will be made available as per JDF guidelines.

2)Indoor space is reserved for games and will only be released for practices on a purchase basis after schedules are set. Unused space may be available for free at discretion of executive

3)Teams are responsible for identifying schedule conflicts and releasing times to floor allocator a minimum of two weeks ahead of scheduled conflict.

4)Teams may trade floor times by mutual agreement but must inform floor allocator IN ADVANCE.

5)Teams may purchase unused time 2 + weeks ahead of time by request on a first come first serve basis

6)Unscheduled time not requested will be released back to Westshore Parks 2 weeks in advance  if not requested

7)Teams must inform JDF Floor Allocator of all scheduled team practices (including dryland training).  This is so your team is covered by insurance for lacrosse activities.

8)Indoor floor space will be allocated with the following priorities

1. a.First priority is to accommodate games booked by VIMLC (Vancouver Island Minor Lacrosse Commission)
2. b.Second priority is to accommodate Tournaments
3. c.Third priority is indoor space will be made available for teams to book with priority given to older teams (Peewee and above)

9)Outdoor space will be reserved for games for tyke / minityke on weekends and remaining time will be available for teams to book as second practice times or team funded extra time.

10)Any team requesting extra floor space above standing schedule (2 standing practices a week) will request available time from floor allocator and make payment to treasurer from team funds (unless executive decides to waive payment)

Al teams were asked to submit their planned tournaments by the cutoff set by the Island Scheduler so games do not get scheduled while you are away at tournaments.  When the schedule comes out it is the coach & manager’s responsibility to look for conflicts with your tournaments.

Some things to consider when requesting/looking at your schedule:

* We have many teams to accommodate.  While you may not like what is available - realize that we are trying to accommodate all teams.

* Rescheduling games - I will have a master list that will have alternate times and arenas.  Again this year, I will be sending out to all coaches and managers on a weekly basis.  (Usually Sunday evening).
* When rescheduling games please send the date, location and game, along with who was scheduled to play.
* Please note that any and all home games that are you are required to reschedule must be sent to the Referee Allocator to make sure refs are cancelled and/or rescheduled.  Failure may cost your team the ref fees for these games.

 PRACTICE with SHOT CLOCK or Exhibition Games.

The JDF does have a working clock and shot clock.  If you would like to arrange for a key to access the scoreboard please contact the JDF Head Manager at headmanager@jdflacrosse.com

If you have any questions or concerns, please feel free to email me at jdflaxfloors@gmail.com

**Box practice/Game rainouts**

JDF Lacrosse has negotiated a clause in the booking agreement for rainout's being that we receive a reduced floor cost across the season.  If your practice is rained out we/ you cannot receive a credit for the rainout.  However, feel free to email me and we will find an alternate time if available.

If your game is rained out in the Box (remember that the referee is the person who calls the games) or other facilities email myself and your commissioner as notification of the rainout. Discuss with the opposing team alternate dates and times of the makeup game, then email myself and the Referee Allocator to check for availability.

**Game Changes or Rescheduling of Games**

Once you have received the team game schedule please review your games vs. practice schedule previously arranged. Give back, via email, any practices you cannot use and I will assign to another team. If you have to change a VIMLA scheduled game due to conflict or rainout in the box do the following:

1. Notify your commissioner and referee coordinator of the cancellation
2. Contact the visiting team to find two other possible makeup game dates and email me with those dates
3. I will email you back possible dates - Confirm with visiting team, commissioner and the referee coordinator those dates.
4. Confirm via email me which date that you will be rescheduling to.

The object is to utilize all floors, all the time if possible. Spot checks will be made and if you are not there (except for weather related cancellations) your team will be invoiced for the empty floor.