

Ice Coordinator Guidebook 2021-22

The following information was compiled for you from NAI as a supporting guide on how to submit your ice slots to us at the start of the hockey season. Please look at the Excel Spreadsheet example that is provided to you on our website www.nainterlock.com under the heading ASSOCIATIONS and then ICE TEMPLATE. To explain it further, if you look at column A, you would enter in the date in that format. Column B you enter in the start time, Column C the end time. Note that for the times, you should use the 24 hour clock where 1 in the afternoon is actually 13:00. You should use the proper name for your arena. If your arena name has changed, please notify me, Karen@nainterlock.com and I will get it changed in our system to match. It is preferred that you start a new sheet for each new division (like U11 all on one sheet, U13 on another, etc). You can go to the top of the Ice Template example, click "File" then "Download", and then "Microsoft Excel". Then you can edit it with your content. We use Microsoft Excel as it seems to be the format most everyone is familiar with.

If you need assistance, you can send a message to schedule@nainterlock.com or myself, Karen@nainterlock.com.

ASSOCIATION ICE CO-ORDINATOR

An Ice Co-ordinator not only works for your Association's teams to ensure their ice requirements are met, they should also be the main contact for the League Ice Scheduler in order to book ice for your team league commitments. Please ensure that your Association has provided your contact information and arena name(s) to the League via the Association Contact Form on the NAI website, www.nainterlock.com.

We require that ice slots are submitted to us by the Registration Meeting in the fall. This is so that we can get started working on preseason schedules based on initial team placement according to your Association's registration information.

As teams get formed, many start booking tournaments and associations figure out dates for hosting various team and association events. We emphasize that while we are working to create the schedule, you are also the communicator to us for when ice becomes unavailable or teams become unavailable. We require alternatives from you in order to allow for these changes to be worked into the schedule. Please note that once the schedule is released, we no longer control the ice slots, and it is up to you and the teams to figure out alternatives. The teams then are asked to do a Notice of Game Change and once that is approved by the governor, your team should tell you if the ice will be used. It is your responsibility to check the NAI game schedule on our website so you are aware of any schedule changes that happen. Please ensure good communication with your teams.

A TEAM BLACKOUT is a date that a team cannot play a home or away game due to another commitment. An arena blackout is not necessary to inform us of because if there is no ice available in your arena then, you will not have given it to us.

AN ASSOCIATION BLACKOUT is a date / time that all the teams in the association cannot play a game at home or away. Example - if you have an association fundraiser and everyone is expected to attend, and therefore, cannot play an away game that day.

Each association and team is encouraged to submit blackout dates using the "Team Tournament and Blackout Request" form on our website. The league is on a very limited time frame and more onus has to be on the teams and association ice schedulers to meet the league game commitments. We will honor and try to work out only 2 blackout days for each team and teams are not permitted to blackout during tiering (the preseason). If teams submit more than 2 blackouts for the regular season, we reserve the right to choose which ones we will honor. Note that our Regular Season Schedule has less games than previous years which should allow for more flexibility for you to either attend or host a tournament or to just enjoy a weekend off with your family.

U9 Division, Intro To Hockey

- NAI will help to schedule and post the games for Intro to Hockey teams provided that they are registered with the NAI the same as any other team.
- Ice times for Intro to Hockey should follow the rules posted on Hockey Alberta's website and in the Intro to Hockey manual for the season. Be aware there is a Minor level (first years), Major level (second or third years who seem to have it figured out), and a Combined level (a little of both).
- Intro to Hockey teams that are posting their game schedule on the website will be required to follow the Notice of Game Change procedure for changes. Association Ice Schedulers will need to be in touch with their teams to teach them the importance of this.
- We hope to have a small subcommittee of governors available for manager and coach questions to help assist newcomers into our Minor Hockey League world but know that there are also specific contacts in Hockey Alberta to assist teams as well. Your Association President or U9 Leader should know who to contact.

For U11 to U18 Games

- The more flexibility you allow us with your ice, the easier it will be for us to make a good schedule for your teams. In the past, some associations have assigned certain times and slots to certain teams (ie - Friday nights and Sunday afternoons for U18s only). This hampers our ability to make a schedule that allows for travel. If we know your ice doesn't have to be designated for a particular team, it will give us some flexibility in creating a schedule that helps to better accommodate travel.
- All associations must supply various Sunday ice times that start no earlier than 10:00 and no later than 13:00 and are long enough to accommodate any U11 through U18 game. Game lengths may be different on different Sundays. Example one Sunday you might have a 2 hour slot available and the next Sunday, a 2.5 hour slot.
- Games with teams that are further than 200 km away as the VISITOR are not eligible for game changes, except under special circumstances as directed by your governor. Ice schedulers should be aware of this when teams are booking tournaments and other non-league team events.
- Blackouts are limited to 2 and there are NO Blackouts permitted during tiering.
- Observe the dates posted on the Season Timeline to know when Preseason, Regular Season, and Playoffs start and end. The NAI scheduling group will keep your ice slots until all ice for all your teams' Regular Season has been booked. It is your responsibility to contact the NAI scheduler if you need to make a change to the ice template that was submitted. Please email schedule@nainterlock.com. We understand that many of you work with various user groups for your ice availability. We will do our best to accommodate changes if you approach us with time enough to make the change.

NAI Recommends this MINIMUM amount of time for games:

U9 every level - 1.00 hour ice slots, remember it is half ice. Ensure you have enough dressing room space and proper ice surface dividers if you are hosting two games at the same time.

U11 Tier 1 - 6 1.50 hour ice slot

U13 Tier 1 - 3 2.00 hour ice slot
Tier 4 - 6 1.50 hour ice slot

U15 Tier 1 - 3 2.25 hour ice slot
Tier 4 - 6 2.00 hour ice slot

U18 Tier 1 - 6 2.25 hour ice slot

If you have more time, you may allow it but understand not everyone can afford this luxury.

NAI Recommends this number of Ice Slots Per Team in order to be able to create the schedule.

- Note that for U9 teams, they could start mid to late October depending on how much development they have had, and could play up to 24 games per season, half of which will be on the road. They do not have a Preseason or Playoff. As Ice Allocator, you may ask for some assistance from the NAI scheduler to figure out how to best fit their games into the schedule. Email schedule@nainterlock.com for assistance.
- If a team moves from one tier to another during preseason, additional or at least a change in the ice slot requirements may be necessary. We'll work with you if that happens.

U11					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
II	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
III	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
IV	16 games	8	8	3 + EXTRA "2" = 5	8 + EXTRA "5" = 13
V	16 games	8	8	3 + EXTRA "2" = 5	8 + EXTRA "5" = 13
VI	16 games	8	8	3 + EXTRA "2" = 5	8 + EXTRA "5" = 13

U13					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
II	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
III	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
IV	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
V	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14
VI	18 games	9	9	3 + EXTRA "2" = 5	9 + EXTRA "5" = 14

U15					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
II	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
III	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
IV	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
V	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
VI	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15

U18					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
II	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
III	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
IV	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
V	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15
VI	20 games	10	10	3 + EXTRA "2" = 5	10 + EXTRA "5" = 15