

Attached is a summary of what we need from your ice scheduler for making the schedules. This is all posted on the website www.nainterlock.com. Although you may have an ice scheduler who has done this before, page 2 has a list of things that are different from other years.

The Registration Meeting on September 7 in Fort Saskatchewan is the final deadline to tell us how many teams you have, what tier you think they should start out in for preseason, submit ice slots, and to give us your contact information and registration money for the season.

As always, if you have any questions, check the website. You may also email Jesse@nainterlock.com or Karen@nainterlock.com and we will help you.

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 one week prior to the date of 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 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. The number of blackouts we will honor this year is reduced from 3 to 2 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.

NEW for 2019-20

Intro To Hockey (the former Novice division)

- 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 2019-20 season. Be aware there is a Minor and Major level with differing ice requirements.
- 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.
- Though we will have a subcommittee working with Intro to Hockey, we are not implementing or monitoring any game related issues.

For Atom to Midget 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 Midgets). 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 Atom through Midget game. Game lengths may be different on different Sundays.
- Games with teams that are further than 200 km away as the VISITOR are not eligible for game changes. 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.
- 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.

Taken from our Regulations:

6. ICE REQUIREMENTS

a) All communications directed to the NAI Scheduler are only to come from the associations' Ice Schedulers or Ice Co-ordinators. Teams must only communicate with their own association ice co-ordinators on any issue such as ice times, tournament dates, or any other questions. The association Ice Co-ordinators will communicate or request any information of the NAI Scheduler.

b) All home ice times or game slots for each team from each association are required to be emailed using an Excel spreadsheet one week prior to the Fall registration meeting. There must be a sufficient number of slots for each team for the entire regular season schedule (see NAI Maximum Game Allotment table) and pre-season tiering games. The absolute deadline for receiving ice times for registered teams is midnight of the date of the Fall registration meeting. All teams being registered after this time will be considered late. Any ice times that are not submitted in the correct format or quantities per team, or late, as determined by the Scheduling Committee, will be fined \$400.00 and may have their team disqualified. Insufficient or poorly submitted ice is a major cause of TBA (To Be Advised) games which has a negative impact on all associations and teams. The ice slots requested for the tiering ice must fall within the start and end dates of the tiering schedule for each team. Ice slots requested for regular season must be provided between the start and end date of the regular season as posted on the season timeline.

c) Please submit a minimum of 5 more slots than the number of home games for the regular season. The league Scheduler will only use what is required for each schedule and send the unused times back to each association.

d) Should a team move from one tier to another during the tiering process, the team is then required to submit an additional 3 ice slots due to the likelihood of additional tiering games being required for the team.

e) Each association will be required to provide a minimum of 4 additional ice slots for every team in the NAI to the league Scheduler to schedule the pre-season tiering games. These additional ice slots may or may not be used and the NAI will make every attempt to notify the teams as soon as practical if some of the slots are not going to be used. The required schedule (start and end dates) for these required slots will be determined by the NAI and the requirements posted on the website prior to the Fall meeting.

f) Every effort must be made to provide the Scheduler with choices. When possible, these ice times should include a variety of weeknight and weekend game slots. Weeknight games can

be used to schedule teams close to each other. It also helps to reduce the weekend workload on referees and can reduce the number of postponed games due to weekend tournaments.

g) Associations should provide home tournament dates for all of their teams (maximum of 2 tournament dates per team). The Scheduler will then attempt to schedule around them, however, only if possible. Teams, through their ice co-ordinators, are also invited to provide the ice scheduler with a maximum of 2 Blackout weekends for tournaments where the ice scheduler will attempt to not schedule games during these weekends. Blackout weekend dates must be provided prior to the end of the team's/tier's final pre-season tiering weekend games. Please remember that only the association ice schedulers are able to submit information to the NAI Scheduler.

h) Understanding that some associations may have problems securing sufficient ice time, the following is the NAI's recommendations for game ice time lengths. Associations should attempt to use the following as minimum guidelines when allotting game times (see table below). Continuous alterations to these recommendations should be brought to the NAI President's attention. Visiting coaches or managers must be forewarned when game times do not meet the recommendations.

i) Although the NAI scheduling team takes age into consideration when scheduling regular season games, a guideline for setting game times is that game start times must consider the travel time of the visiting team. Games shall be scheduled so that when travelling, the away team will arrive home at a reasonable time on a night when they have school the next day, unless agreed upon by both managers beforehand. It is up to each and every team to preview their season schedules to look for game times that will be starting too early or ending too late so that they can begin negotiations with the opposing team to change the game time. It is then up to the visiting team's manager to notify the tier Governor and the home team's manager at least 72 hours in advance if they are unable to get the scheduled time for the game changed. Playoff schedules are agreed to between teams and must exercise the same considerations for starting and ending times.

j) The NAI insists that the home team coach or manager, at the start of the game, knowing the game's required end time, discusses with the opposing coaches, on-ice officials, and off-ice officials the ice slot length, clock management, and frequency of floods before every game. The agreed game management can only be changed by the two coaches and the referee unless unforeseen or special circumstances arise. In this case the referee will have the final say in the game management for the completion of the game. Both the home and away coaches are responsible for completing this process. This agreement should be written on the back of the game sheet. Failure to do so voids the right to file a complaint. Should it be agreed upon that any or all of the periods of a game are run time, they must be run time right through to the end and may not bounce back and forth between run and stop time. For regular season and playoffs, if there is a game time that is agreed to that is different from the time recommended, it must be documented on the back of the game sheet and initialed by both

teams (coaches or managers) and by the head referee. The home team will then not be allowed to alter the game time after that agreement has been made and initialed. Off-ice officials (timekeepers) have absolutely no jurisdiction or input into the time management process.

k) Per Hockey Canada and Hockey Alberta rules, teams are allowed one 30 second Time Out per game within NAI regular season or playoff games. When a time out is called during run time, the clock shall be stopped until the next drop of the puck.

l) Throughout the season, teams may travel to a location that has more than the minimum ice slot available. It is strongly advised that these visiting teams look at this in a positive light and take the opportunity to enjoy longer periods, an extra ice flood, etc. as opposed to looking at this in a negative light. This is a great opportunity for teams that travel a long distance to play a short game, then find out that they have a longer game slot.

NAI RECOMMENDED MINIMUM GAME ICE TIME LENGTHS

INTRO TO HOCKEY

All 1.00 hour ice slots

ATOM

Tier 1 - 6 1.50 hour ice slots

PEEWEE

Tier 1 - 3 2.00 hour ice slots

Tier 4 – 6 1.50 hour ice slots

BANTAM

Tier 1 - 3 2.25 hour ice slots

Tier 4 – 6 2.00 hour ice slots

MIDGET

Tier 1 - 6 2.25 hour ice slots

NAI "MAXIMUM" GAME ALLOTMENT TABLE

(for regular season scheduling and tiering purposes; some divisions or tiers may play less than the number of games indicated)

INTRO TO HOCKEY					
	REGULAR SEASON	Home	Away		Slots required for Schedule
	18 games	9	9		9 + EXTRA "5" = 14

ATOM					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	20 games	10	10	2 + EXTRA "2" = 4	10 + EXTRA "5" = 15
II	20 games	10	10	2 + EXTRA "2" = 4	10 + EXTRA "5" = 15
III	18 games	9	9	2 + EXTRA "2" = 4	9 + EXTRA "5" = 14
IV	16 games	8	8	2 + EXTRA "2" = 4	8 + EXTRA "5" = 13
V	16 games	8	8	2 + EXTRA "2" = 4	8 + EXTRA "5" = 13
VI	16 games	8	8	2 + EXTRA "2" = 4	8 + EXTRA "5" = 13

PEEWEE					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	22 games	11	11	2 + EXTRA "2" = 4	11 + EXTRA "5" = 16
II	22 games	11	11	2 + EXTRA "2" = 4	11 + EXTRA "5" = 16
III	20 games	10	10	2 + EXTRA "2" = 4	10 + EXTRA "5" = 15
IV	18 games	9	9	2 + EXTRA "2" = 4	9 + EXTRA "5" = 14
V	18 games	9	9	2 + EXTRA "2" = 4	9 + EXTRA "5" = 14
VI	18 games	9	9	2 + EXTRA "2" = 4	9 + EXTRA "5" = 14

BANTAM					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	24 games	12	12	2 + EXTRA "2" = 4	12 + EXTRA "5" = 17
II	22 games	11	11	2 + EXTRA "2" = 4	11 + EXTRA "5" = 16
III	20 games	10	10	2 + EXTRA "2" = 4	10 + EXTRA "5" = 15
IV	20 games	10	10	2 + EXTRA "2" = 4	10 + EXTRA "5" = 15
V	20 games	10	10	2 + EXTRA "2" = 4	10 + EXTRA "5" = 15
VI	20 games	10	10	2 + EXTRA "2" = 4	10 + EXTRA "5" = 15

MIDGET					
TIER	REGULAR SEASON	Home	Away	Pre-Season Tiering Slots	Slots required for Schedule
I	26 games	13	13	2 + EXTRA "2" = 4	13 + EXTRA "5" = 18
II	24 games	12	12	2 + EXTRA "2" = 4	12 + EXTRA "5" = 17
III	22 games	11	11	2 + EXTRA "2" = 4	11 + EXTRA "5" = 16
IV	22 games	11	11	2 + EXTRA "2" = 4	11 + EXTRA "5" = 16
V	22 games	11	11	2 + EXTRA "2" = 4	11 + EXTRA "5" = 16
VI	22 games	11	11	2 + EXTRA "2" = 4	11 + EXTRA "5" = 16