

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

ALLOCATION OF ICE TIME

GUIDELINES AND PROCEDURES

Approved: 16 July 2009

1.0 INTRODUCTION

The effective allocation and scheduling of ice time is fundamental to meeting the need of the players, coaches, parent and officials. The overall allocation of ice time to the Association is subject to the competing demands for ice time from other user groups. In addition, ice time may be subject to factors and decisions which originate outside the Association from time to time. These policies and procedures are intended to describe:

- How the Association receives its annual allotment of ice time;
- The weekly allocation of ice time to various Association divisions and programs;
- The principles which guide the scheduling of ice time; and
- Other considerations which will influence the allocation of ice time.

2.0 SCOPE

These guidelines and procedures apply to all ice time which is administered by the Association. This includes league play, development programs, tournaments and playoffs. They do not apply to Arctic Winter Games or Canada Winter Games programs which occur outside the Association's purview.

3.0 DEFINITIONS

"Allocation" refers to the allotment of a block of ice time to the Association or to a particular Association division or program.

"Development Program" refers to both development teams or other development programs and clinics which are established from time to time.

"Midget-age" refers to both female and male players who are between 15-17 years old on 31 December.

"Scheduling" refers to the assignment of a portion of the division or program allocation to a particular time and day.

"Session" refers to either a scheduled practice or game.

4.0 ALLOCATION OF ASSOCIATION ICE TIME

The Association receives an annual, fixed weekly allocation of ice time consistent with the City's policy for allocating ice time. The allocation reflects: 1) the number of members in the Association, 2) the Association's request for ice time, and 3) the Association's use of ice time over the past season. All user groups are expected to use a portion of both "prime" and "non-prime" hours.

The full policy is available upon request from Brian Kelln, Program Manager, Community Services Division, City of Yellowknife.

5.0 ALLOCATION TO DIVISIONS AND PROGRAMS

Initiation and Novice sessions are one hour long whereas the remaining divisions have sessions of 1.5 hours. The desired weekly allocation of ice time, per team, to various divisions and programs is presented below. However, this allocation is dependent upon the overall allotment received from the City and the assumption that actual registration will not deviate significantly from the projected number of registrants.

Division/Program	Number of Sessions*	Number of Hours
Initiation	3	3.0
Novice	3	3.0
Atom	3	4.5
Peewee	3	4.5
Bantam	3	4.5
Midget	3	4.5
Novice/Atom/Peewee Development Program	1	1.5
Female Development Program	1	1.0
Goaltender Development Program	1	1.5
Peewee Development Team	1	1.5
Bantam Development Team	1	1.5
Midget Development Team	1	1.5
Female Development Team	1	1.5

* the ratio of practices to games may vary over the season

6.0 SCHEDULING ICE TIME

6.1 Guiding Principles

The allocation and scheduling of ice time will be guided by the following principles:

Players First: league play is the foundation of the Association. The allocation of ice time for divisional league play shall be a priority so as to maximize player participation.

Optimal Allocation: It is not possible to meet the individual needs of all players, coaches and parents. The Association will strive for an optimal allocation of ice time which meets the needs of as many members as possible.

Equity: all divisions and teams should receive an equitable allocation of ice time over the course of the season. Due to a variety of factors, it may not be possible to provide an equitable allocation of ice time on a weekly or monthly basis.

Predictability: Players, parents and officials need a predictable schedule so that they may plan their personal, family and other commitments. The Association will strive for a consistent and predictable schedule throughout the year.

Transparency: Decisions with respect to allocation and scheduling must be made in a manner which respects this policy and is seen to respect this policy.

6.2 Scope and Duration

The final schedule for all divisions and programs shall be set by 15 September of each year. Minor adjustments may be considered prior to the Christmas break, if necessary.

6.3 League Play and Development Programs

The schedule will reflect the following considerations:

- 1) An equitable allocation of ice time should be provided to all divisions and programs.
- 2) Ice time should be equitably allocated between week days and weekends, to the extent possible.
- 3) Optimal time for house league play is a priority as it involves all of the Association members.
- 4) Development programs should be scheduled so as to not interfere with league games.
- 5) Development programs should not be back-to-back with league play as this would require some players to be on the ice for three straight hours.
- 6) Players should not be on the ice for more than two sessions (games, practices, development programs, etc.) per day.
- 7) Midget-age programs should not be scheduled on Saturday afternoons and evenings or Sunday mornings (due to employment and other commitments).
- 8) Initiation and Novice sessions should end by 7:30 pm.
- 9) Initiation sessions which start at 4:30 pm on weekdays shall be avoided to the extent possible as the players need assistance to get dressed.
- 10) Games and practices which start at 4:30 pm on weekdays shall be distributed equally amongst all programs and minimized to the extent possible.
- 11) The goaltender clinic should be scheduled so as to not conflict with other Association programs.
- 12) Peewee, Bantam and Midget-age teams, which include female players, should play in the Multiplex where there are change rooms for females.
- 13) Divisions should play in only one facility (Multiplex or YKCA) only so that uniforms do not need to be moved between facilities. If practices occur at an alternate rink, it is expected that the players will use a personal practice uniform.
- 14) Games in the same division should be scheduled back-to-back, when possible, to facilitate the scheduling of referees.
- 15) Ice time should be scheduled in standard increments of one hour or 1.5 hours, whether practices or games, to facilitate the scheduling process.
- 16) Ice will be flooded after every two hours of Initiation and Novice play and after every session in the other divisions.
- 17) Two teams shall share each scheduled session – whether for games or practices. Full-ice practices may be scheduled for Bantam and Midget teams if sufficient ice time is available and the ice times can be covered by the current registration fees.

- 18) Initiation sessions should be scheduled at the Shorty Brown arena where the rink dividers are located.
- 19) The goaltender clinic should be scheduled at the Shorty Brown arena where the puck-shooting machines are located.

6.4 Special Events

Special events include tournaments sponsored by the Association and events sponsored by other user groups.

6.4.1 Association Tournaments

- All teams (both Yellowknife and out-of-town) must be registered at least three weeks in advance of the first day of the tournament.
- The complete schedule must be provided to the Yellowknife Referees Association at least two weeks in advance of the first day of the tournament.
- Any unused ice-time shall be returned to the City at least three weeks in advance of the first day of the tournament (to avoid user fees); or
- Any unused Association ice time shall be used as originally scheduled at the beginning of the season.
- Final decisions with respect to the disposition of ice time shall be communicated to Association members at least two weeks in advance of the first day of the tournament.

6.4.2 Other Tournaments

- The governor of league teams or development teams which are planning to travel out of town must notify the Scheduler at least three weeks in advance of the proposed trip.
- The governor, in consultation with the Scheduler, shall determine whether the ice sessions may be effectively used by the remaining divisional teams or players.
- If not, opportunities will be explored with respect to other divisions or the ice time will be returned to the City.

6.4.3 Other Events

- In some cases, other user groups do not utilize all of the ice time which has been allocated to their special event. The Scheduler shall maintain contact with the user groups to determine if ice time will be returned to the City. If ice time is returned to the City at least two weeks in advance of the first day of the event, the unused ice time shall be used as originally scheduled by the Association. Final decisions with respect to the disposition of ice time shall be communicated to Association members two weeks in advance of the first day of the event.

6.5 Equitable Allocation of Ice Time

The Association will strive to ensure that all teams and programs receive an equitable allocation of ice time over the course of the season. Due to unforeseen factors, it may not be possible to provide an equitable allocation by week or month.

The Scheduler shall review the projected and actual allocation of ice time with the governors by 01 January and make appropriate adjustments, as approved by the Executive Committee

All adjustments must be made at least three weeks in advance of their implementation so that adequate notice may be provided to the affected parties.

7.0 ROLES AND RESPONSIBILITIES

The annual allocation and scheduling of ice time involves the following step-wise process.

- 1) After consulting with the governors, the Scheduler shall prepare a proposed allotment and schedule of ice time for the following season.
- 2) Upon approval by the Executive Committee, the proposed allotment shall be submitted to the Program Manager, City of Yellowknife for consideration.
- 3) After receiving the annual allotment of ice time from the City, the Director, League Programs and the Scheduler shall prepare a revised schedule in collaboration with the governors.
- 4) Once approved by the Executive Committee, the revised schedule shall be provided to the Program manager, City of Yellowknife, to prepare a seasonal schedule by division which reflects the special events that conflict with Association programs.
- 5) Each governor, in collaboration with his or her coaches, shall refine the City schedule to reflect the specific circumstances of his or her division. Factors to consider could include the distribution of:
 - games vs practices
 - marginal ice times
 - weekday vs weekend ice times
 - Home vs Visitor games
 - and other reasonable considerations that might apply to the division
- 6) Governors are strongly encouraged to ensure that the schedule is fully reviewed, in the first instance, so that ongoing changes are avoided.
- 7) The final seasonal schedule for each division shall be posted on the Association website in pdf format.