



## Manual of Operations

Title: Ice Allocation and Scheduling	Number: MO-06-11
Source: Director Ice Scheduling	
Approved By: WGHA Board	Date Approved: June 2014 Date Last Reviewed: June 2016, March 2024

### TEAM ICE ALLOTMENT

The goals and objectives regarding ice allocation for the Waterloo Girls Hockey Association (WGHA) are as follows:

- support development of all teams
- fulfill commitment to City of Waterloo to use ice appropriately, efficiently and equitably with other user groups
- assign ice times according to budget and team allocation guidelines
- fairly and equitably assign a balanced mix of prime time, non-prime time and shared practice times
- provide open, proactive and transparent communication with Coaches regarding ice usage
- work cooperatively with members, Coaches, Ice Schedulers from other Centres, Board Members, WGHA Bookkeeper, City staff and WMHA to effectively manage ice (an integral but limited resource)

### HOUSE LEAGUE TEAMS

All WGHA House League teams shall be advised of their ice allotment at the beginning of each season. Ice times will be distributed dependent upon age division and corresponding WGHA fee schedule. The Director of Ice Scheduling will send periodic summarized updates of ice usage to the Director and Convenor of House League, the Director of Coaching and the House League coaches throughout the season.

Operational processes to support ice allotment goals and objectives specific to House League include:

- tentative assignment of all practice times one week after fall and winter HL Scheduling meeting
- practices will be spread across entire season as best as possible
- ideally, no more than 2 games will be scheduled back to back
- early weekend ice times will be distributed equitably and fairly to all teams, including Rep when possible



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- shared practices will be assigned in a way that supports efficient use of ice times and fosters player development i.e. two teams are at similar skill level

In addition, all House League teams advancing to the League finals in March shall be awarded an extra practice prior to the final games dependant on ice availability.

All House League teams may purchase up to two (2) extra ice times per month depending upon ice availability at a rate determined by the WGHA. In the majority of cases, extra ice available for purchase will be at non-prime time hours i.e. 6:30 am or 4:30 pm weekdays. These ice times would be optional for team members and paid for by participants. The Coach is responsible for collecting payment by participants and paying the WGHA promptly when billed.

House League coaches must book any and all additional ice times through the WGHA Ice Scheduler as early as possible but a minimum of 72 hours in advance of the time slot. Ice times booked individually (not through the WGHA Ice Scheduler) are not covered by OWHA insurance and therefore **strictly prohibited**.

### HOUSE LEAGUE DEVELOPMENT STREAM (DS) TEAMS

All WGHA House League DS teams shall be advised of their ice allotment at the beginning of each season. Ice times for individual team practices and exhibition games will be distributed according to the OWHA guidelines each year. The Director of Ice Scheduling will send periodic updates of ice usage to the Director and Convenor of House League, the Director of Coaching, and the House League DS coaches throughout the season.

Operational processes to support ice allotment goals and objectives specific to House League DS include:

- consultation with coaches in late October regarding practice and game scheduling



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- tentative assignment of all practice times by November 1<sup>st</sup> (earliest day to begin try outs)
- allocation of practices that are spread across DS season as best as possible and if possible, scheduled on weeknights to reduce disruption to the HL teams

### REP TEAMS

All WGHA Representative teams shall be advised of their ice allotment at the beginning of each season. Ice times will be distributed dependent upon age division and OWHA categorization as outlined by the WGHA fee schedule. The Director of Ice Scheduling will send periodic updates of ice usage to each Representative Coach throughout the season as well as a summary to the Director of Representative Teams and Director of Coaching.

Operational processes to support ice allotment goals and objectives specific to Representative teams include:

- tentative assignment of regular practice time slots by September 1<sup>st</sup>
- tentative assignment of remaining practice times for regular season one week after Rep Scheduling meeting
- practices will be spread across entire season as best as possible
- non-prime time ice times will be distributed equitably and fairly across all teams (6:30 am weekday, 4:30 pm weekday, 7:00 or 7:30 am weekend)
- practice times will be assigned to support development of teams i.e. teams scheduled back to back to allow opportunity for shared time/drills/scrimmages
- Tier 1 games, especially at Senior level, will be 'showcased' where possible (schedule home games on optimal ice surfaces)
- Exhibition games booked as part of the try-out process count toward the total exhibition allotment for a particular team

Depending upon ice availability, two (2) or three (3) extra practice times shall be awarded to ALL Representative teams advancing to the OWHA Provincial Finals



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in April. All teams that are eliminated from league play-offs and provincial play-downs may use the remaining ice times within their allocation, depending on ice availability, but they may not purchase additional ice.

All Representative teams may purchase extra ice times depending upon ice availability at a rate determined by the WGHA. In the majority of cases, extra ice available for purchase will be at non-prime time hours i.e. 6:30 am or 4:30 pm. These ice times would be approved as an additional expense in the team budget. The team Treasurer is responsible for submitting payment to the WGHA promptly when billed.

Representative Coaches must book any and all additional ice times through the WGHA Ice Scheduler as early as possible but a minimum of 72 hours in advance of the time slot. Ice times booked individually (not through the WGHA Ice Scheduler) are not covered by OWHA insurance and therefore strictly prohibited.

### UNUSED SCHEDULED ICE

Any allotted ice times that are not used by a House League or Representative team shall still count toward the team's ice allocation. If ice is unused without at least 5 days notification more than once, further penalties may apply at the discretion of the Ice Scheduler and the Director of House League and/or Representative Hockey. Coaches are expected to check their assigned ice times proactively. If it is impossible to use an assigned time slot, it is the responsibility of the Coach to find another team to trade with and notify the Ice Scheduler.

Please refer to the House League and/or Representative Handbooks for additional details regarding ice allocation and use.