

Shuswap Ringette Duties of the Director of Scheduling

The Ice Scheduler is responsible to ensure that all Shuswap Ringette Association games, practices, tournaments and clinics requiring ice are scheduled in a timely fashion.

Time Line of Duties for a typical season

- Attend all monthly meetings
- Work closely with the Treasurer regarding billings for ice
- Communicate with Team Mangers regarding practice and game times and any cancellation /rescheduling of ice
- Main contact with the Sunwave Centre for booking/cancelling ice, meeting rooms, and arranging for table/chairs for special events when needed.
- Monitor TORL and SRA website schedules for accuracy and report any errors

May:

Compile ice needs, determine whether the board is interested in offering any summer programs, or power skating in early September.

Submit request for ice, in writing, to Sunwave Centre

June:

If no reply to ice request is received, follow up with Sunwave Centre to ensure ice request was received. Request written confirmation of receipt of ice request. Keep that written confirmation on file.

July/August:

Confirm with board members whether or not any summer ice is required. Either confirm with Sunwave Centre or cancel any ice that may have been booked in May.

By late August, Sunwave Centre should have tentative, if not final, ice schedule for the season. Check final ice allocations from Sunwave Centre to ensure practice and game times allotted are sufficient (i.e.: meet historically allocated amounts.)

In the case of Wednesday and Thursday practice times, request make-up times when teams have missed practice time due to Silverback games.

Two home shows, Fall and Winter, also affect Thursday ice times. The set-up for the home shows on Spectator has, in past, meant loss of ice on Thursday practices. Confirm dates of home shows and request possible earlier ice times on those days.

Traditionally Shuswap teams have travelled to Kelowna for the Sweetheart Tournament in February. Determine dates of Sweetheart Tournament and cancel any ice that is allocated to Ringette that weekend.

September:

Submit final ice allocations for weekend game times and Play Days to Ice Scheduler for Thompson Okanagan Ringette League (TORL)

Check TORL schedule when it comes out to confirm games are slotted in the ice times we have been allotted.

Ensure teams planning on travelling to out of town tournaments let you know so you can pass that information on to TORL scheduler as soon as possible.

Dealing with ice not used in the TORL schedule:

Sunwave Centre's policy for ice return *requires two weeks' notice* to return ice that we cannot use.

When the TORL schedule comes out any ice there may be weekend ice times that are not being used. In this case, the Director of Scheduling has these options:

1. Return the ice to the Sunwave Centre
2. Offer (via email) ice to coaches in the association to use as extra practice time or make-up games. This second option requires at least three weeks advance notice to leave time to cancel the ice in the event no coaches want the ice. If ice is offered to coaches, set a deadline for a reply that leaves enough time to cancel the ice with Sunwave Centre.
3. At times ice is left empty due to last minute cancellations. In this case phone calls or emails to coaches may be made in efforts to fill the ice last minute. The Ice Ambassador may also contact the minor hockey Ice Ambassador, as minor hockey has taken extra ice from time to time.

October

Confirm schedule with TORL scheduler for upcoming Shuswap Play Days

In the past the entire TORL schedule has not been completed until October. This can lead to short notice for ice cancellation. It is important to check the schedule promptly so there is time, if needed, to return or reallocate unused weekend ice.

Ensure teams planning on travelling to out of town tournaments let you know so you can pass that information on to TORL scheduler as soon as possible.

Consider setting a date for tradition "Santa Skate" at this time –can also be set sometime in November. Santa Skate is usually done in the final week before Christmas holidays.

November

Confirm practice needs over the Christmas break with coaches. Do they want their Christmas practice time? If not, does another team want it, or does it need to be returned?

Santa Skate time set?

December, January,

Continue to manage extra ice needs, last minute cancellations as they arise.

February

Determine when Division Provincials (A, B & C Petite, Tween, Junior and Belle) are scheduled. Game schedules usually go up to the time of provincials for each division.

Extra March weekend ice can be offered to coaches who may want extra practice before provincials.

March

Ensure all remaining ice is either used or returned to Sunwave Centre. By March 15th most local teams will be wrapping up the season.

April

Attend Shuswap Ringette Annual General Meeting.