



Knights Hockey Club Ice Scheduling Policy and Procedures

Philosophy

Knights Hockey Club's philosophy for scheduling ice is to be fair and equitable to each team under the Knights umbrella.

Ice Allocation

Our goal for the U9-U18 age groups is to get close to the ratio recommended by Hockey Canada of 2 practices to every 1 game throughout the season. Squires and U7 teams will be scheduled ice times on the week-ends. For League Games, Hockey Calgary has game schedule guidelines in which Associations adhere to (see chart below). Reminder these are guidelines and therefore the odd game may be scheduled outside these parameters.

HOCKEY CALGARY SCHEDULING GUIDELINES Community Hockey Leagues

Age Category	WEEKDAY		WEEKEND	
	Start	End	Start	End
Novice	5:30P M	8:00PM	8:00AM	8:00PM
Atom	5:30P M	8:45PM	8:00AM	8:45PM
Pee Wee	5:45P M	9:45PM	9:00AM	9:45PM
Bantam	5:45P M	10:15PM	11:45AM	10:15PM
Midget	7:00P M	11:00PM	3:00PM	11:00PM

Once the game and practice schedule is produced, several hours are spent to ensure teams receive a similar number of hours on the ice (as close as we can possibly get, usually within a range of 1-2 hours). We try our best for teams to receive a similar number of full and shared ice within the same age group. Generally we schedule the younger age groups on the earlier times and older age groups on the later times.

Once the schedules are balanced, there are still several more checks to do:



Knights Hockey Club Ice Scheduling Policy and Procedures

- If possible to not schedule practices/games late in the evening and again early the next morning
- Back to back days, try not to have more than 4-5 days in a row
- Blackout dates, check that nothing is booked during blackouts requested by teams or arenas
- Dry Spell check, try to ensure there is not a large gap for days between ice sessions (games/practices)

Note: when teams request a Blackout/Scheduling Window this can affect their practice ice allocations for that particular month.

All the checks above are executed with every schedule that is produced. The checks and balances run from the start of practice ice allocations throughout the entire season. There may be circumstances beyond our control that force us to break the checks. For example, Hockey Calgary might book several games for a team in the same week and that means they could have 5 back-to-back days. The Hockey Club does its best to make everything fair to all teams.

Scheduling Window

A Scheduling Window is a request to Hockey Calgary for a team to not be scheduled games for particular dates in order to participate in a tournament. As per the Hockey Calgary Guidelines teams are permitted:

- 1 - Scheduling Window request during the Regular Season

Note: Teams are required to submit their Scheduling Window request online through their Hockey Calgary team account and to the Knights Ice Allocator at ice@knightshc.ca.

Tournament Request

A Tournament Request is a request to play in a tournament **outside of the Hockey Calgary Regular Season Schedules**. Teams are required to submit their Tournament Request online through their Hockey Calgary team account and to the Knights Ice Allocator at ice@knightshc.ca.

In order to schedule practice ice as fairly as possible, Knights Hockey Club permits teams a total of 3 Blackout Requests throughout the season (see list below).

Note: We will not accept any additional Blackout requests throughout the season.

Knights Hockey Club Scheduling Windows & Blackout Request Permitted throughout the season are:

- 1. 1-Blackout Request Pre-Seeding Round**



Knights Hockey Club Ice Scheduling Policy and Procedures

2. **1-Blackout Request Seasonal Break (post Seeding Round)**
3. **1 - Scheduling Window Request Regular Season**

Note: Sanction Number Required when submitting request to Hockey Calgary and Knights Ice Scheduler. Blackout request for no team practices during this time period can only be guaranteed if submitted prior to the schedule posted in Teamsnap. If the request is not submitted prior to the schedule being posted it is up to the team to use OCI – Team Portals to trade their practice ice. Request must be the same dates as the tournament.

Submit your Request request via email to ice@knightshc.ca

Note: Once schedules are posted KHC will not make changes to the master schedule. If your team is scheduled a practice and you are not able to use it. Coaches/Managers are required to use OCI – Team Portals to trade/give up scheduled practices. Teams can contact the Ice Allocator a minimum of 14 days prior to the scheduled practice to help find a replacement team.

Schedules and Timeline - A tentative timeline is set up for each schedule throughout the season. *There are multiple schedules throughout the season, see chart below for timeframe and schedule description*

Type of schedule	Description	Timeframe
Pre-Seeding	KHC scheduled practices	End of September - Late October
Seeding Round	Hockey Calgary scheduled games KHC scheduled practices	End of October – Late November
Season Break/Post Seeding	KHC scheduled practices Tournaments	Last week of November –First week of December
Regular Season	Hockey Calgary scheduled games KHC scheduled practices	2 nd week of December -Late February
EMHW	Hockey Calgary scheduled games KHC scheduled practices	One Week in early January



Knights Hockey Club Ice Scheduling Policy and Procedures

Playoffs	Hockey Calgary scheduled games KHC scheduled practices	Late February - Late March
Post Season	Tournaments Novice Year-End Tournament	March

Game Schedules – All Seeding Round and Regular Season games are scheduled through Hockey Calgary. Once game schedules are finalized, the master game schedule is posted on the Hockey Calgary website at www.hockeycalgary.ca and the Knights Hockey Club website at www.knightshc.ca.

Practice Schedule – Team practice schedules will be posted to the individual TeamSnap account for the appropriate teams.

Unused Ice Policy – Teams that burn ice will be charged the full price of the unused ice. Facility staff will report all unused ice to KHC, including team name.

Reader Board at Cardel Rec South & Lake Bonavista – Once schedules are produced, the master schedule is submitted to the facilities for the reader boards in the lobby. If teams make a trade, swap times, book an exhibition game etc., it is the responsibility of the team manager to inform the Ice Allocator and the Cardel Rec staff at haley.obrien@cardelrec.com, Lake Bonavista staff at facilitybookings@lakebonavistacommunity.com to have the update posting on the Reader Board.

Note: if your team made a practice trade through OCI – Team Portals an email will automatically be sent to the arena with the details for the reader board.

Post Play-off Ice – Knights Hockey Club ice contract runs from September – March 15th. Extensions are approved to the KHC in the event the Hockey Calgary season runs later than the March 15th deadline.

Once teams are eliminated from Hockey Calgary play-offs they are permitted KHC scheduled practices if they are attending a post-season tournament based on ice availability. Teams still participating in play-offs will be given priority. If your team is eliminated prior to March 15th and not attending a post season tournament you are permitted practice ice based on availability. Teams still participating in play-offs take priority.



Knights Hockey Club Ice Scheduling Policy and Procedures

After the March 15th deadline, teams wishing additional practice ice can contact the facilities to purchase practice ice on behalf of their team. Note: teams are required to use team funds for payment of ice booked outside the Knights Hockey Club ice allocations contract.

If you have any questions regarding the Ice Scheduling Policy please contact the Vice President Finance at vpfinance@knightshc.ca or VP Safety & Governance at governance@knightshc.ca