



## Team Scheduler Job Description

### How to change a District 9 game:

- 1) Figure out the time/date/location change with the other team and agree on change.
- 2) Email Ben Prehn (our MAHA ice scheduler) with your change request so our MAHA calendar can reflect that. Email: [scheduler@mankatohockey.com](mailto:scheduler@mankatohockey.com)
- 3) Then email the D9 scheduler at [andersonjo2991@hotmail.com](mailto:andersonjo2991@hotmail.com) to actually change any district game time/date/location and he will change it in GameSheet. Please include the game number that either Ben can give you or you can find under GameSheet. Copy Ben at [scheduler@mankatohockey.com](mailto:scheduler@mankatohockey.com) on that email. THIS HAS TO BE SENT TO JOSH TO ACTUALLY CHANGE THE GAME.

### How to change any ice times:

Discuss with your Head Coach and Team Manager and decide the single person to make these types of requests. We should not have multiple people from one team emailing about the same request. There should be a single point of contact, please decide who that is amongst yourselves. Email Ben Prehn (our MAHA ice scheduler) with your change request with your team name and as much detail he needs to make the calendar change at [scheduler@mankatohockey.com](mailto:scheduler@mankatohockey.com). Requests can be made via call, text, in-person conversations but should also be made formally via email. Ben will communicate any other perimeters around changing of ice times/ice requests.

### How to find additional games:

Part of the Scheduler job is to find additional game opportunities for the team. Speak to your head coach to understand what they are looking for (types of teams, locations, times that are acceptable) and start looking based on that info. Once you have a potential game setup, confirm with your coach before finalizing. Sometimes games get snatched up quickly so this is time sensitive. It is also important to keep yourself organized as to which teams you have requested games with. It is also good practice to ask your team to send you opportunities they might see for you to look into.

There is a Facebook group named "MN Youth Hockey Game Finder" which is a great and easy resource to post your ice requests or availability. The link is: <https://www.facebook.com/share/g/1B3Qben5nP/?mibextid=K35Xfp> You can also go to each association team page and find the team scheduler/manager info and email/call/text them. It's good to copy both the scheduler and manager on the same email so you get a response. It's helpful to note the name of that team when you email via SportsEngine so when they respond you can remember which team they are with.

Cities teams will usually ask you to cover the cost of the refs. Ask how much and try to negotiate where you can. If they can come play us at our home ice, that should be an even swap and no ref fees should apply. If they insist you pay a ref fee, then you can try to charge them the same fee (or more if you can) and then use that money to offset that original ref fee. The treasurer should be cutting that check or sending it via venmo. The MAHA Scheduler and MAHA Treasurer should be communicating with each other to ensure all the details are worked out. MAHA covers

the cost of refs for our Association teams. To avoid fees, you can set up scrimmages or coach controlled games. Those will not count against your game max (this applies to 10U and Squirts) but also will not be tracked in GameSheet.

#### 10U & Squirt number of games limit

For both 10U and Squirts there is a 35 game maximum which includes tournament games (assume 4 games per tournament) but excludes the End of Year District Tournament. You should play everyone in the district twice, home and away. If you find it not beneficial (example: lose 14-0 or win 14-0) you can choose not to play a team a second time. However, you should play your district games to your best ability. Squirt B2 teams can only play other B2 teams. Squirt B1 teams can play either B1 or 'B' teams.

*\*12Us, Peewees, 15Us and Bantams, there is no cap on games, but you also HAVE to play everyone twice in your district, home and away in order to move on to districts, regions, state.*

If there are additional questions please reach to Josh at [communications@mankatohockey.com](mailto:communications@mankatohockey.com) or Kristina Bilek at [Kristina.bilek@gmail.com](mailto:Kristina.bilek@gmail.com).