



Executive summary

This proposal is for Avario to provide Scheduler services to Woodbury Area Hockey Club for the upcoming season. These services and costs are in addition to the licensing fees for the Avario product. The services are provided, and will be invoiced, on an ala carte basis based on Woodbury's requirements for each season. In addition, a timeline of activities will be determined between Woodbury and Avario to ensure that expectations can be managed with Woodbury resources, Woodbury members, and Avario resources

Proposal Details

Woodbury will identify one primary contact with decision-making authority that will provide representation to Woodbury's Board. The primary contact's responsibilities include

1. Providing guidance on association culture and member expectations
2. Interact with level coordinators and other board members for team/level setup
3. Review and signoff on the game schedule before publication to the league.
4. Review and signoff on the schedule before publication to the membership.
5. We estimate that this role will take 1-2hrs/week through the schedule publication.

Woodbury will also provide contacts for the following roles:

1. Webmaster contact that will own the SportsEngine website setup and configuration.
2. Treasurer contact that will own all financial aspects regarding scheduling
3. Tournament Coordinator(s) that will identify and reserve tournaments for the association teams. They will have access to Avario to enter the tournaments into the schedule

Category	Cost
Base Scheduling Cost	\$4,000
Pre-Season/Tryout Scheduling	\$1,500
Reconcile Facility Invoices	\$500
Work with Team Managers	\$2,500
Away Tournament Management	\$2,500
League Tournament Scheduling	\$1,500

The categories listed above cover the following specific activities during the season. This is not intended to be an exhaustive activity list, but covers the primary activities expected within each category.

Base Scheduling Cost

1. Provide guidance to primary contact and level coordinators on questions required to complete the season: setup, hours allocated, etc.
2. Load the Pre-Season and Tryout into the system for tracking.
3. Work with primary contact and level coordinators to ensure level settings meet Board requirements.
4. Setup Teams & Levels with input from Primary Contact
5. Loading Events provided by the Facilities
6. Schedule Generation
7. Schedule Balancing
8. Work with the Facilities to resolve any questions regarding ice times
9. Provide team assignments to the facility managers when schedules are finalized.
10. Work with District 8 for Game Scheduling
11. Setup SportsEngine mapping codes
12. Publish schedule to SportsEngine using agreed upon dates and process

Pre-Season/Tryout Scheduling

This category assumes that Avario will generate/assign the specific times associated with your pre-season and tryout activities. Given that this is typically a complicated process to work around other rink commitments, sports, and other considerations, this has been broken out into a separate category. As an alternative, a Board member can determine the specific times for the pre-season and tryout activities that we can load into Avario for tracking purposes.

If Avario is performing this work, the specific activities include

1. Work with board members to determine the requirements for pre-season and tryout activities and conflicts with other sports that should be avoided.
2. Work with the facility to identify available ice times
3. Identify the specific times that can be used for the pre-season and tryout times.
4. Modify the schedule as needed after reviews by the board members.

Work with Team Managers

This category assumes that we will work directly with your Team Managers during the season. As an alternative, a Board contact can be identified that will handle the Team Manager contact and schedule updates directly into the system.

If Avario is performing this work, the specific activities include

1. Communicate directly with the Team Managers to answer questions
2. Accept date block and tournament adjustments from Team Managers directly.
3. Update SportsEngine based on Team Manager changes.

Away Tournament Management

This category assumes that we will take input on the tournaments scheduled for the individual teams and will maintain the tournaments within the system. As an alternative, the Board Tournament Coordinator can input and maintain the tournaments assigned to the specific teams within the system.

If Avario is performing this work, the specific activities include

1. Add Away Tournaments to schedule
2. Reconcile Away Tournaments based on input from Tournament Coordinator.

League Tournament Scheduling

This category assumes that we will generate the detailed schedules for your hosted tournaments. As an alternative, a Board contact could generate these schedules based on the ice allocated from the facilities.

If Avario is performing this work, the specific activities include

1. Allocate ice associated with each Hosted Tournament (assumed as part of Base Scheduling)
2. Break the ice slots up into appropriate events for scheduling the games
3. Assign specific pool/bracket games to each of the events as appropriate for the tournament requirements.
4. Provide a spreadsheet of the tournament schedule to the appropriate contacts.
5. Adjust the tournament schedule as needed after review by Board or District contacts.

Other Services (not quoted)

The following services were not quoted as part of this proposal as we did not believe they were applicable. If these are something that you'd be interested in Avario assuming a role, please let us know.

1. Bill Teams for Ice Usage
2. Dryland Scheduling
3. Coop Scheduling