



2023-2024 ICE MANAGEMENT GUIDE

Welcome to the 2023-2024 Hockey Season!

I'm Valerie Nepl, I'll be your main point of contact for ice scheduling this season.

Please follow the below guidelines for all schedule changes to the team calendar on SportsEngine.

- **Contact Info:** The main Ice Scheduler email is: ice@avbhockey.com
 - Please use this email for all requests when possible
 - Please allow up to 24-hours for ice scheduler to respond to emails
 - If you have an immediate/ same day urgent need you can contact me at: 210-823-5398
- **Master Calendar:** Home ice, league game schedules, and tournament weekend master calendar is held by the ice scheduler. Ice is "published" to the team calendars in SportsEngine in mass 3-4 times in the season:
 - Initial 3-4 weeks of practice ice is pushed prior to season start
 - Next 2-3 weeks is pushed once upper level games are scheduled with the league
 - Ice through January is published once all league games are scheduled
 - Final month of ice is pushed by the end of November
- **Non-Ice Events:** Managers should create/edit/delete all their own non-ice events. Examples include team meetings, parties, etc. If the event is scheduled out further than the ice schedulers have published, keep in mind they will not be checking every team's calendar to work around the non-ice events.

NOTE: If you want to add locker monitor assignments to the team calendar, please add this as a separate event. DO NOT edit the published practice event. The reason behind this is if there are any schedule changes (including if the team you're sharing with swaps with another team), when the schedule is updated anything there before will be deleted to include what you edited.
- **Scrimmages:** The Team is responsible for planning any non-league events to include scrimmages.
 - For ALL Scrimmages (home and away) send an email to the ice scheduler to incorporate these changes into the master schedule, which will then be published to SportsEngine. This helps ensure we don't change the schedule on you after you've already confirmed a scrimmage.

How to Schedule a Scrimmage:

1. Determine the date/time/rink:
 - a. Assess assigned solo ice as your first option
 - b. Work with other shared teams to see if they are willing to swap a share to solo
 - c. Contact the ice schedulers for help on finding a suitable time and/or find additional ice

2. Send an email to the Rink Manager AND the Ice Scheduler

Area RINK Managers:

- Apple Valley/Hayes: Brian bchristianson@ci.apple-valley.mn.us
- Burnsville Rinks – email both contacts: Dean.Mulso@burnsvillemn.gov, Jill.Culver@Burnsvillemn.gov

3. Ice scheduler will update the game scheduling system.

4. To request a referee for a scrimmage, go to: <https://www.minnesotahockeydistrict8.com/scrimmageofficial>, rates are listed on the site.

- **Home Ice:** For all home ice changes, please send an email to the main ice scheduler email.

Share Changes: First, work out the changes with the other team. Email ice scheduler the details and include the other team. We will ensure both the calendar and ice bill are updated.

If you chose an away event at the same time as a scheduled practice, there are a few things to know:

1. The team is responsible for all ice assigned. If you decide not to use assigned ice, YOU are responsible for finding another team to take your assigned ice. Options include:
 - a. Ask the team you're sharing with if they are willing to take solo ice or you can
 - b. Work with other teams to see if they are willing to swap times
 - c. Contact the ice scheduler for suggestions on possible swaps
2. If unable to find another team to take assigned ice, the team will still be charged for the practice ice (even if it is shared).
3. Do not delete the practice event. Make note of the cost for when you review the ice bill.

- **Additional Home Ice:** Send email with request for additional ice to ice scheduler. If available, ice scheduler will add to your schedule. It may help to review Rink Finder ahead of time to see what is available.

Available ice: Check here first for available ice – this is the same list we have access to:

- BIC available ice: <https://rinkfinder.com/burnsvilleicecenter/ice-for-sale/>
- Apple Valley available ice: <https://secure.rec1.com/MN/apple-valley-sports-arena/catalog>

- **Tournament Games:** When tournament games are released by the host, managers should add the games to their calendar.

- **League Games:** Once finalized with the district, ice schedulers will add league games to your calendar.

How to Reschedule a Game: Instructions are on the D8 website

<https://www.minnesotahockeydistrict8.com/page/show/3677318-game-reschedule-form>

Here are a few tips:

1. The sooner you can identify the conflict the better as cost increases if less than 14 days out.
2. Work with the opposing team to identify another game time that work for both teams. Assess assigned solo ice as your first option. If you need help identifying a time let the ice schedulers know.
3. Make sure all Managers and schedulers agree on the game change – please let ice schedulers know of any game change requests so we know to expect them.
4. Fill out the Game Change Request – the team that is requesting the change is usually responsible for the cost.