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| **Red Deer Ringette**  Working Instruction: Ice Allocator Role | | | |
| Location: |  | Revised by |  |
| Owner | RDR Executive | Revision #: | 0 |
| Review Cycle | As needed | Revised Date: |  |
| Issued by: | Mike Sullivan | Next Review Date |  |

# Section 1.0 Introduction:

The management of ice slots for the Assocation is coordinated by the Ice Allocator Director role.

Strong organization, communication and xxx are the skills required to succeed in this role.

This role requires ongoing time commitment with variable demands throughout the season ranging from 20 - 100 hours a month with the heaviest demands occuring from Oct to Dec of the season.

This working instruction is intended to act as a guide for those taking on the role by providing details and timing for the various activities. Ongoing allocators are encouraged to update the document at the end of each season to keep it current.

# Section 2.0 Definitions:

**Ringette Alberta (RAB)**

The provincial governing body for ringette in Alberta. RAB provides policies for the various aspects of the sport and works with the leagues (123 and BGL) for consistency across the province.

**Central Alberta AA (CAS) - Sting**

Sting offers Zone 4 AA team options for RDR and LAC Ringette Associations. Sting ceased to offer AA teams after the 2018/2019 season but started up again in the 2022/2023 season.

**Lacombe Ringette (LAC)**

LAC is responsible for administering the ringette program for all A level or U10 Step 3 and down teams within a division for the Lacombe area.

**Red Deer Ringette (RDR)**

The home association that this role is aligned with. Historically, RDR was responsible for administering the ringette program for all A level or U10 Step 3 and down teams within a division for the Red Deer area. Since the 2019/2020 season, RDR has also been icing AA tier teams in the absence of CAS.

**Black Gold League (BGL)**

The “northern” ringette league based in Zone 5 that facilitates league game play from Red Deer to Fort McMurray. For Red Deer Ringette, U10 Step 3 and up divisions take part in BGL game play. BGL also facilitates province wide play for the U19AA division.

**Chinook Leage (123)**

The "southern" league based in Zone 3 that facilitates league game play from south of Red Deer (Airdire) to the border (Lethbridge and Medicine Hat).

**Zone 4 Ringette Assocation**

The association that encompasses Active Start (U6) and U10 Step 1 and 2 (Childrens) ringette alignment across Zone 4 to provide varied play for athletes from Red Deer Ringette and Lacombe Ringette. The Zone 4 association also supports cross association concerns and activities such as Alberta Winter Game team ice coordination and coach selection, change initiatives from Ringette Alberta etc.

# Section 3.0 Key Activities:

The ice allocator activities can be divided into sections dependent on deliverables:

**Post and Preseason play (ice bookings from Apr 1st to Sep 30th):**

Preseason play consists of the annual Rustbusters camp, the 3V3 weekend tournament (established in 2020), evaluations and first practices.

The ice allocator is responsible:

* To submit the preseason ice permit requests around mid-October to the City of Red Deer online booking systems (the City Bookings agents will send a reminder)
* Review the booking permits for errors or omissions when issued by the city in late March, then sign them and send them back to the city (generally a scan and email attachment back).
* Communicate the booking "blocks" to the Rustbuster, 3 V3 and Evaluations coordinators so they can build their schedules.
* Send the final schedules (as provided by the RDR coordinators) to the City of Red Deer booking agent so they can updated the ice permits. Historically, RDR has not booked ice at other facilities (Penhold, Delburne, Blackfalds etc) in August or September.
* Review the updated schedules provided back from the city for accuracy, confirm with the RDR coordinators, sign them, return the signed copies to the city and confirm to the event coordinators that the schedules are "good to go".
* After the evaluation schedule is complete, the ice allocator will coordinate with the Evaluations coordinators to build the "first skate" schedule for all teams as they are formed to complete their first practice, team and parent meetings prior to the end of September.

**Season Play (ice bookings from Oct 1 to Mar 30):**

Season play includes BGL league play, practice schedules, the annual Friends on Ice tournament, provincial or playoff tournament weekends, "open" ice, exhibition games and Zone 4 (RDR and LAC) game scheduling for Active Start/U10 Step 1 and Step 2 game play.

Season play ice bookings will include slots at Red Deer, Penhold, and Delburne arenas at a minimum. Other options include RD Polytechnic (College), Blackfalds, Alix and Clive. RDR has not booked ice in Lacombe, Innisfail, Sylvan etc in the past but they could be an option in the future.

The ice allocator is responsible to:

* Act as the single point contact for the association to the various booking agents and provide approval/confirmation of ice booked for RDR.
* Submit/request regular season permits for:
  + Red Deer arenas - online submission in late February. Draft schedule will be sent out near the end of April for review by user groups, final permits will be issued for review and signing in early July.
  + Penhold - email to Penhold bookings in March of each season to request bookings. Bookings and agreement will come out in early July. Ice allocator will review and sign agreement for the following season.
  + Delburne - either email or text to arena operators at end of June to express interest, follow up in Aug/Sep to confirm bookings as they have to wait until they know how many local teams they will have.
  + Red Deer Polytechnic - email to facility bookings in early June, they will indicate if they have capacity or not. It is important to at least reach out so they don't "forget" about RDR should some slots open up.
* For all facilities - RAB will issue an insurance certificate for the season in late August. This certificate is then forwarded to all facilities that RDR books ice at. For RD Polytechnic, a request will have to be made to RAB to have RDP listed specifically as a co-insured. There is a form on the RAB website for this.
* Submit ice slots to BGL for Session 1, 2 and 3 as appicable (as detailed in the BGL section below).
* Receive and communicate the BGL game schedule for Session 1, 2 and 3.
* Manage BGL reschedules (as detailed in the BGL sectIon)
* Collect Session 2 and 3 blackout dates and submit to BGL
* Create the practice schedule for the season.
* Work with the RDR Picture coordinator to book ice slots if the association chooses to do "on ice" pictures.
* Work with the Friends on Ice coordinator(s) to provide the tourney ice bookings, receive the schedule and communicate to the city bookings agent. The ice allocator will assist in working scheduling issues and do the final sign off of the permits back to the city.
* Collaborate with the LAC ice allocator and the U10 S1/2 teams to build the game schedules for those divisions.
* Should the association have Provincials/Finals ice bookings, the allocator will work with the coordinator(s) of the event to provide the ice bookings, receive the schedule and commnicate to the city, work any issues and do the final signoff for the permit.
* Act as a information source for teams with respect to BGL guidelines and expectations to ensure consistency. This does not excuse coaches and mangers from reading, understanding and abiding by BGL policies.

# Section 4.0 General Notes:

BGL Duties

* Attend BGL ice allocator kickoff meeting in late August/early September. This has been a virtual meeting the last few years so it is easier to attend than in person.
* Submit available ice slots to BGL game scheduler for Session 1 in September as per critical date calendar.
* Distribute Session 1 schedule to coaches and Ref Scheduler when released.
* Facilitate Session 1 league game reschedule requests by providing alternate dates, relaying information back and forth to coaches and the other association ice allocator and submitting game reschedule requests to BGL as per policy.
* Submit available ice slots to BGL game scheduler for Session 2 in November as per critical date.
* Submit team “Blackout” dates to BGL game scheduler for Session 2 in November as per critical date (“Blackout” dates are not permitted in Session 1).
* Distribute Session 2 schedule to coaches and Ref Scheduler when released.
* Facilitate Session 2 league game reschedule requests by providing alternate dates, relaying information back and forth to coaches and the other association ice allocator and submitting game reschedule requests to BGL as per policy.
* Submit Session 3 ice slots and blackout requests as needed.
* Distribute Session schedule to coaches and Ref Scheduler when released.
* Distribute U10/U12 wrap up/finals schedules to the applicable teams.
* Relay ice scheduling or policy communications from BGL to coaches as required.

City of Red Deer Parks and Recreation

* Attend Ice User meetings organized and facilitated by the City of Red Deer (2 per year, approx 2 hours each)
* Submit ice requests as per city deadlines (1 in fall for preseason ice, 1 in spring for regular season ice)
* Act as single point contact between City of Red Deer booking agents and RDR.
* Return ice slots as required (as per City policy where possible to minimize billing costs)
* Request ice slots as required throughout the season in response to coach and special event inquiries.
* Provide Proof of Insurance, Not for Profit Status and Incorporation/AGM documents as required by city policy
* Notify the city booking agents if events are hosted that require amendments to ice costing (ie NRL games).
* The assocation is expected to utilize early AM practices in ratio to "prime" time ice from 4:30 on. Should the assocation choose to not book early AM practices there is a risk the city may pull back some evening slots.

Penhold Multiplex

* Act as a singlepoint contact with the booking agent.
* Express interest in May to hold historical use bookings. Review, sign and return permit in early July.
* Notify the arena of turnbacks (as per policy where possible to minimize billing costs).

Delburne Arena

* Act as a singlepoint contact with the booking agent.
* Express interest for ice in June for the following season. Confirm interest in August and then work with the arena rep to book slots for the season (always dependent on the number of local users that need ice).
* Notify the arena of turnbacks (as per policy where possible to minimize billing costs).

Other Possible Area Arena’s

* Reach out on occasion if required, work within their policies as applicable.

Zone 4

* Collaborate with Lacombe Ice Allocator to identify ice slots suitable for U10 (Childrens) divisions.
* Facilitate the development of the cross association U10 game schedule (this action can be delegated to a second individual or group)
* The current practice is to manage the U10S1&2 game schedule through the use of a shared onine document (Google document the last couple years).
* Collaborate with the LAC Ice Allocator to identify ice slots for season wrap up events if required.

Priority of scheduling:

* Ice to BGL for schedule build
* First skates after evaluations
* Fill out weekend ice slots with practices prior to start of league play (first couple weekends of Oct).
* Build and issue practice schedule (target prior to the 2nd week of October).
* Black Gold league play as scheduled
* BGL reschedule requests
* U10 S1/2 game schedule booking
* Extra practices and exhibition game ice
  + There could be an opportunity to remove open and exhibition ice from the ice allocator role by the ice allocator returning any unused full ice slots to the city and having teams book their own extra and exhibition slots and pay for them from team funds.

Practice schedule principles:

There is no right or wrong way to build and issue practice schedules. The current strategy is to build rotating schedules to share in the early morning practices and issue it for the season so people can plan for it. Other options include cycles of sending out practice slots (every so many weeks, 1/2 a season at a time, etc).

U10 teams did not have early AM practices (6:45 AM start time)

* U10S1 & 2 are all shared ice practices as per children's ringette guidelines.
* U10S3 has about 40% full ice practices .
* U10 practices do change through a rotation to start early (4:30 PM) and late (5:45 PM) to reduce some demands on parents to get their players to the arena at 4:30 every week.

U12 - U19 do have early AM practices.

* U12 - primarily shared ice practices (Penhold 30 min shared ice/30 min full ice/30 shared ice) split, full ice for early AM practice.
* U14 - Mostly full ice with the odd shared ice slot including an early AM practice
* U16 - all full ice slots with an early AM practice
* U19 - all full ice with an early AM practice.
  + EXCEPTION - for 2022/2023 season, the U19AA team chose to drive to Delburne every week in exchange for the same day and time practice and no early AM practices.

There is an opportunity to put the teams on the ice more often if the assocation chooses to book 2 teams into more shared ice than continuing with full ice practices.

Ringette Alberta Playdowns

* Playdowns have been replaced by Session 3 in BGL and therefore there is no further work for ice allocators to submit slots to RAB for playdowns.

Ringette Alberta Provincials