

Scheduling items for Managers/Coaches 2025-26

Welcome to the 2025-2026 season! Below is a comprehensive list of scheduling information needed for managers and coaches. This document can also be found under the ice scheduler tab on the BYHA website. This is a lot of information!

Please don't hesitate to email us with questions ice_scheduler@buffalohockey.net

- **Important Dates**

- **Scrimmage Fest** - October 25 - 26
- **Junior Gold Tournament** - January 8 - 11
- **District 5 tournament** - February 13 - 15 and Feb 20 - 22
- **Regional Tournament** - February 27 - March 1
- **Squirt District 5 Tournament** – Feb 20 - 22
- **District Games** - 11/1/2024 - 2/8/2025
- **Super Series (Bantam, PW, 15U, & 12U B2/C)** – March 6-8
- **February 8th** – Super Bowl, no games starting after 2pm

- **Ice Request Form**

- **The ice request form is the primary communication tool for changes! Please DO NOT text, email, or call with changes.** We typically do > 300 changes per season and this is our tracking mechanism to ensure all scheduling needs are met. We receive 2 emails every time an ice request is filed so there is no need to reach out to us separately unless there is an emergency.
- Ice request form can be found under the Ice scheduler section on the BYHA website
- Please use this form to notify us of:
 - Away ice scheduled (ie: scrimmages, tournaments)
 - Solo or shared ice you are turning into a scrimmage (see below for details)
 - Referee requests
 - Adding or dropping ice
- We will not send a confirmation email/text/call that your ice request has been processed. Sports Engine is your confirmation.
- Unused ice will be posted after practices are assigned.
 - Once ice is returned to the City it will be available for purchase by other associations or private parties.

- **Scheduling Scrimmages**

- A portion of your team's ice hours and team fund include home scrimmages.

- Home scrimmages can be scheduled:
 - When a solo practice is assigned.
 - Picking up open ice
 - Converting a shared practice to a solo by trading ice with another team/manager. **There is no IOU trading allowed.** Managers are responsible for working out trades with other managers. If you cannot find trade compensation, then you can choose to drop your practice to create solo ice for the other team. The Ice Schedulers will not replace the dropped practice.
 - Association/team fund will pay for refs for home scrimmages:
 - Bantam/15: 10 scrimmages
 - PeeWee/12: 8 scrimmages
 - Squirts/10: 5 scrimmages

HOME SCRIMMAGE COUNTS HAVE NOT CONFIRMED FOR 2025-2026 SEASON

- **AWAY ice times**

- **Please notify us of all AWAY ice touches!** It is important we know where your team is playing should a change in the home ice schedule occur.
- We will enter all AWAY events on the Sports Engine's calendar. It is important we know all away ice as all touches, away & home are tracked and reported to the Board and HOC for the season.
- Please use the Request Ice Form to notify us of away scrimmages

- **There is a 7-10 day ice return policy.** If your team returns ice that was assigned to you, we must be notified **prior to 8 days before the ice event.** If you return ice after this time, your team remains responsible for it unless you find another team to take it and it will be charged to your team .

- **Referee request**

- The home team is responsible for scheduling referees. Referees are scheduled for home scrimmages via the ice request form. There is an "Additional Information" field in the ice request form. Please use that section to convey any information you need to send us (ex. Need refs, coach controlled, dropping practice, etc.)
- **Referee requests must be submitted at least 7 days prior to the game. This a requirement from the D5 referee coordinators. Late requests for referees will be turned down.**
- Referee requests are submitted to the D5 Referee Ice Scheduler once a week via spreadsheet for upload into their scheduling system. This occurs on

- Sunday's and there is a weekly reconciliation between ourselves and the D5 referee schedule. No confirmation will be sent to managers.
- Once an official has been requested and assigned to your scrimmage, your team will be charged the applicable \$4.50 scheduling fee whether your game is played or not.
 - **CANCEL a scheduled Official**
 - You must submit an ice request to cancel a scrimmage. We will coordinate with the D5 Referee Ice Scheduler to ensure that the referees have been canceled.
 - **Cancellations within 48 hours.** – Emergencies unfortunately do happen from time to time. If you need to cancel within 48 hours please submit an ice request and call/text the Ice Schedulers to notify us of the last-minute change.
 - **Dryland Calendar**
 - Bantam/15: 2-3 sessions per week, 45-60 minutes
 - PeeWee/12: 1-3 sessions per week, 30-45 minutes
 - Squirts/10: 1-2 sessions per week, 30 minutes
 - We work with the Player Development team to schedule dryland times. Dryland is scheduled after ice so please prepare your team for additional SE events being added to their schedule from time to time. However, our primary responsibility is to schedule ice. Dryland is scheduled by us in the absence of a Dryland Coordinator. As such, we will book the initial schedule through our software, but we will not add or alter dryland except in the case of an error. Cancel requests are only required if your team is scheduled for weightlifting with Austin Youngmark. This is so we can communicate the changes to him. Cancel requests of all other dryland sessions can be sent if you choose to but are not required. Team managers and coaches are responsible for communicating changes in dryland to their teams. Coaches that desire more dryland or a different location can utilize any of the dryland areas if they are not in use by another team.
 - **Buffalo Outdoor Rink Calendar**
 - If you are interested in utilizing the outdoor rink, please email us
 - In general, we cannot officially “reserve” the outdoor rink, but historically we have had no issues with using it as we want
 - Outdoor rink ice is free of charge to your team.
 - **Sport Engine**
 - **Please limit your postings to the website calendar to tournament game times, team meeting, team events only.** Our software will automatically push/pull events to/from SE once we've completed the Ice Request.
 - **Please do not make changes on your team calendars to items that are generated from Scheduled information uploads.** If you change an entry

entered by one of us, the next time the schedule is uploaded, **your information will disappear or be duplicated on Sports engine.**

- We try very hard to make sure Sports Engine is accurate, but with changes, there is room for error. Please double check the changes for accuracy.
- There have been errors noted in the app when changes have been made. If that is the case, always look on BYHA website, that is correct.

District 5 Officials Game Fee Schedule for 2025-26 Season

Bantam AA

\$260

15UA

\$195

Bantam B & 15UB

\$134

PeeWee AA & 12UA

\$165

PeeWee B/C & 12UB

\$120

Squirt & 10U

\$94

*** Figures above are for the 2024-2025 season. 2025-2026 rates have not been communicated to us yet***

Scheduling Fee

A \$4.50 per game assigning fee will be charged

All Tournament Games

A \$4.50 per official per game surcharge will be added for all Minnesota Hockey sanctioned tournaments held within the geographic boundaries of D5

Jr Gold/Bantam/15U games are 15 minute stop time with resurface between 2nd and 3rd periods, 90 min or 1.5 hours of ice.

PeeWee/12U games are 15 minute periods, no resurface, 75 min or 1.25 hours of ice
Squirt/10U games are 12 minute periods, 1 hour of ice

- **Ice Touches & Miscellaneous Items** – The below are the guidelines that we schedule to and are subject to ice availability. Managers & Coaches are free to add/subtract ice touches.
 - Please allow for a minimum of 24 hours to process ice changes. We will process urgent requests within 24 hours. Anything not urgent can take up to 3-5 days to process. Please note that urgent in your mind may not actually be urgent for ice scheduling. If your request wasn't processed within 24 hours, it wasn't urgent. Sick teams, broken rink equipment, snow days, or outside team cancellations at the last minute are examples of emergencies.
 - Bantam/15U – Goal of 5-7 touches per week, off the ice no later than 10:30pm
 - PeeWee/12U – Goal 4-6 touches per week, off the ice by 9:30pm
 - Squirts/10U – Goal 3-5 touches per week, off the ice by 8:30pm

 - We do not have the ability to schedule around other sports, family vacations, religion, school concerts etc. If your team is down multiple skaters due to an outside event, you can drop the practice or notify the ice schedulers via email, and we can look at adding a 3rd team to your practice to make sure we can properly utilize the ice.

 - Ice is limited and we reserve the right to convert a solo practice to a shared practice without warning. If we add a team to your solo practice within 48 hours, we will send an email notifying you and your coach of the change. It is your responsibility to check SE for schedule changes outside of 48 hours.
 - Bantam and PeeWee teams will have morning skills practices. We try to avoid late practices for those teams the night before morning practice. Additional morning ice is available for teams if they want it.
 - Some teams may see multiple touches on a given day (ex. Morning practice with an afternoon game). We have limited ice during the week so we may utilize multiple touches on select weekends where we have additional ice.

- You may also see occasional 3 team practices. Our player development group and coaching coordinators have practice plans available for the coaching staff to use 3 team practices more effectively if needed.
- Purple vs Peterson – We do not give preferential treatment to any teams as far as rink selection for games or practices. Ice is assigned based solely on availability. Do not ask us or the rink staff to move games from Peterson to Purple.
- Ice changes for the upcoming weekend must be submitted no later than Thursday night except for emergencies. We need time to process changes, communicate those changes to the rink, and the rink needs time to process our changes.
- Do not panic if the board at the rink doesn't match Sports Engine. We are in regular communication with the rink but sometimes things get missed. Send us an email or a text and we will reach out to the rink to fix it.
- Do not panic if you don't have refs for a scrimmage. Games are reconciled weekly but there are occasional errors. Send us an email or a text and we will coordinate with the D5 refs. There is almost always a ref available on short notice to jump on the ice.