



HALIFAX HAWKS MINOR HOCKEY ASSOCIATION

TEAM MANAGEMENT POLICIES

**ICE MANAGEMENT AND SCHEDULING
OCTOBER 2022**

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ICE MANAGEMENT CHEATSHEET

Team Management Expectations		
Requirement	Why How	Frequency
Review Skedda	<p>Regularly review ice time for the upcoming 2 weeks for any changes or potential conflicts.</p> <p>Double check league schedule in GrayJay to Skedda and report conflicts.</p>	Weekly
Book Ice Time	Review available ice time and book any additional ice time at the Teams request.	As required
Giveback or Cancel Ice Time	Give back ice time within 7-days of scheduled ice due to conflicts (tournaments, revise league schedule, etc.).	As required
Reconcile Ice Conflicts	<p>When a conflict arises over a league game, work with the visiting team at a time that works for both teams and available in Skedda. If no Association time available, work with Visiting Team and Arena Facilities on a time that works. Communicate the change back to Ice Scheduler.</p> <p>When a conflict arises during a recurring Association practice time, find a substitute time in Skedda and request change with Ice Scheduler.</p>	As required

Ice Scheduler Expectations		
Requirement	Why How	Frequency
Create annual ice blocks	Create daily ice time blocks per arena based on finalized HRM ice schedule and Arena contracts.	August
Allocate annual ice	Update ice blocks with Hawks run camps, tryout times, recurring team practice times, league games, Hawks held development sessions, other ice allocations.	September and October As required thereafter
Block ice times	Create ice time block over times that are given back to the rink or not included in the Association's ice block (e.g., Christmas at the Forum; rink closures). This is especially important as we give back ice and make it no longer available for Hawks use.	Weekly
Communicate with Teams	Send out a weekly schedule in advance of the following week to all Team emails and Directors that shows the weekly schedule. Remind teams about purchasing ice, giving back ice within timelines, and reviewing for conflicts. Work with teams to rebook any recurring practice or leagues games, as required.	Weekly
Review League Schedules	In advance of the week, double check the league schedules for home games and make sure there are no conflicts.	Weekly
Communicate with Leagues	Work with leagues on rebooking league games due to conflicts or rebooked due to other unforeseen circumstances (league shutdowns for illness, extreme weather).	As required

PURPOSE

The Halifax Hawks Minor Hockey Association (“Association” or “Hawks”) are responsible for the administration of all Association contracted ice and to assure fairness of allocated ice to Teams.

The following document serves as the Association’s “how to” guide for Teams to use for the Association’s online ice scheduling tool, Skedda, and manage their ice time for the season. There is additional documentation on ice allocation policies as part of the Association’s normal operations and governance that this document follows.

SKEDDA

The Skedda Online Scheduler is a private, user sign-of scheduling software the Association uses to manage their ice time.

There are 3 types of users in the software: **Ice Scheduler**, **Teams**, and **Viewers**.

The **Ice Scheduler** is managed by the Association’s Ice Management team which may be a few people (employees and board members) that acts as the parent in the parent-child relationship in the software. The role has full access and additional permissions that allows them to manage the ice software for the entire Association. The Ice Scheduler’s main responsibilities are:

- Create the ice blocks for the season based on the HRM’s allocated ice times and ice contracts;
- Finalize the ice allocation schedule and the beginning of the season for all teams;
- Set-up all recurring practices at the onset of the season;
- Set-up all league games at that start of the season once the league schedules are published;
- Communicate regularly with Teams;
- Work with Teams on conflicts through the season and help find replacement ice;
- Work with the League Schedulers on any changes or conflicts;
- Revise, change, update the ice times as changes occur; and
- Optimize ice times through the season, either give back ice to the arena or source additional ice, if required.

The **Teams** are the child in the parent-child relationship in the software. They have limited functionality but have full viewership access to the software. Their main responsibilities are:

- Review the ice schedule regularly for their team’s ice time as issued from the Association;
- Communicate with the Ice Scheduler as early as possible on any practice or game conflicts;
- Work with the Ice Scheduler on finding appropriate changes to ice times due to conflicts;
- Purchase additional ice and/or giveback/cancel ice times; and
- Update their team on their Association ice time or any changes.

The **Viewers** are also a child relationship in the software and have view-only access in order to see the Association’s ice time. Users that are Viewers of the software include the Directors, League Administrators, Officials, and other Association Board Members.

ACCESS

Access to the Hawks' Skedda can be found here: <https://hawks.skedda.com>.

User login information is the Hawks Team or Viewer email. Those emails are recycled each year and are the same login for Skedda each year. The list of active users and their emails are below. If a User does not know their password for Skedda there is a 'Reset login now' function in the link above. If a User does not have access to their email, please reach out to the Association.

Login screen:

Log in to Halifax Hawks

your@email.address

Your password

Remember me

Log in

Forgot password or can't login? [Reset login now](#)

[How do I register?](#)

OR

Log in with Facebook

Log in with Google

Log in with Microsoft

Log in with Twitter

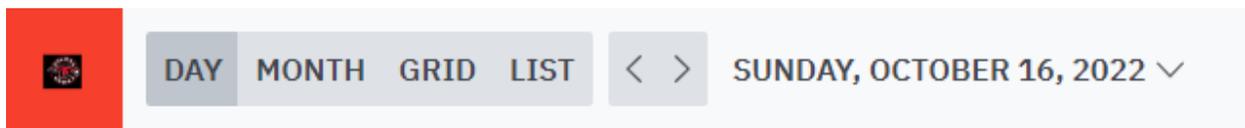
Log in with Apple

User	Email	Access Type
Ice Scheduler	ice@halifaxhawks.ca	Ice Scheduler
Chief Referee	referee.chief@halifaxhawks.ca	Viewer
Director, U7	U7.Director@halifaxhawks.ca	Viewer
Director, U9	U9.Director@halifaxhawks.ca	Viewer
Director, U11 Competitive	U11.Competitive@halifaxhawks.ca	Viewer
Director, U11 Recreation	U11.Recreation@halifaxhawks.ca	Viewer
Director, U13 Competitive	U13.Competitive@halifaxhawks.ca	Viewer
Director, U13 Recreation	U13.Recreation@halifaxhawks.ca	Viewer
Director, U15 Competitive	U15.Competitive@halifaxhawks.ca	Viewer
Director, U15 Recreation	U15.Recreation@halifaxhawks.ca	Viewer
Director, U18 Competitive	U18.Competitive@halifaxhawks.ca	Viewer
Director, U18 Recreation	U18.Recreation@halifaxhawks.ca	Viewer
Director, U23	U23@halifaxhawks.ca	Viewer
U9 Advancing Red	U9.AdvancingRed@halifaxhawks.ca	Team
U9 Advancing Black	U9.AdvancingBlack@halifaxhawks.ca	Team
U9 Intermediate Red	U9.IntermediateRed@halifaxhawks.ca	Team
U9 Intermediate Black	U9.IntermediateBlack@halifaxhawks.ca	Team
U9 Development Red	U9.DevelopmentRed@halifaxhawks.ca	Team
U9 Development Black	U9.DevelopmentBlack@halifaxhawks.ca	Team
U11AA Red	U11AA.Red@halifaxhawks.ca	Team
U11AA Black	U11AA.Black@halifaxhawks.ca	Team
U11A	U11A@halifaxhawks.ca	Team
U11B	U11B@halifaxhawks.ca	Team
U13AAA	U3AAA@halifaxhawks.ca	Team
U13AA	U13AA@halifaxhawks.ca	Team

U13A	U13A@halifaxhawks.ca	Team
U13B Red	U31B.Red@halifaxhawks.ca	Team
U13B Black	U13B.Black@halifaxhawks.ca	Team
U15AA	U15AA@halifaxhawks.ca	Team
U15A	U15A@halifaxhawks.ca	Team
U15B Red	U15B.Red@halifaxhawks.ca	Team
U15B Black	U15B.Black@halifaxhawks.ca	Team
U18AA	U18AA@halifaxhawks.ca	Team
U18A	U18A@halifaxhawks.ca	Team

LOGGING INTO SKEDDA

When you login to Skedda you will be brought right to the ice schedule and the current date. The default display is 'DAY' but along the top you can change that to 'MONTH', 'GRID', or 'LIST'.



Under the 'DAY' view, you can see all Arenas the Association has under management. Any 30-minute interval that is shaded grey are hours the Association doesn't have in their ice block from the arena. 30-minute intervals that are white are hours under the Association's ice block. If there is an active ice session over an ice time, that means that ice has been assigned. The 'DAY' view gives the best ability to see what ice time is available each day and the only view that allows bookings.

	Centennial	Forum	Civic
6:00 A.M.			
7:00 A.M.	🔗 Ice Scheduler U9 Evaluations		
8:00 A.M.			🔗 Ice Scheduler U7 Development Ice Times
9:00 A.M.	🔗 Ice Scheduler U11C Balancing Games		
10:00 A.M.			
11:00 A.M.			
12:00 P.M.		🔗 U13AA Hawks Practice	
1:00 P.M.			
2:00 P.M.			🔗 U13A Hawks Practice
3:00 P.M.			🔗 U11AA Red Hawks Practice
4:00 P.M.			🔗 U11AA Black Hawks Practice
5:00 P.M.			🔗 Ice Scheduler U13C Practice
6:00 P.M.			
7:00 P.M.			🔗 U13B Black Hawks Practice
8:00 P.M.			

The 'LIST' view allows for a User to see all ice times in a conventional list format over a custom date range. It also allows filtering based on a User's own bookings or bookings by another user. This view would be the easiest way to see all ice time coming up assigned to a User.

DAY	MONTH	GRID	LIST	SUNDAY, OCTOBER 16, 2022 ▾ - WEDNESDAY, DECEMBER 14, 2022 ▾		
<input checked="" type="radio"/> All bookings <input type="radio"/> My bookings <input type="radio"/> Others ▾						
SUNDAY, OCTOBER 16, 2022						
●	7:00 a.m.–9:00 a.m. (2h)	Centennial	Ice Scheduler	U9 Evaluations		
●	8:00 a.m.–11:00 a.m. (3h) ⌄	Civic	Ice Scheduler	U7 Development Ice Times		
●	9:00 a.m.–11:00 a.m. (2h)	Centennial	Ice Scheduler	U11C Balancing Games		
●	12:00 p.m.–1:00 p.m. (1h) ⌄	Forum	U13AA Hawks	Practice		
●	2:00 p.m.–3:30 p.m. (1h 30min) ⌄	Civic	U13A Hawks	Practice		
●	3:30 p.m.–4:30 p.m. (1h) ⌄	Civic	U11AA Red Hawks	Practice		
●	4:30 p.m.–5:30 p.m. (1h) ⌄	Civic	U11AA Black Hawks	Practice		
●	5:30 p.m.–7:00 p.m. (1h 30min) ⌄	Civic	Ice Scheduler	U13C Practice		
●	7:00 p.m.–8:30 p.m. (1h 30min) ⌄	Civic	U13B Black Hawks	Practice		
MONDAY, OCTOBER 17, 2022						
●	5:00 p.m.–6:30 p.m. (1h 30min) ⌄	Centennial	U11AA Red Hawks	Practice		
●	6:30 p.m.–8:00 p.m. (1h 30min) ⌄	Centennial	U11AA Black Hawks	Practice		
TUESDAY, OCTOBER 18, 2022						
●	7:00 p.m.–8:30 p.m. (1h 30min) ⌄	Centennial	U13AA Hawks	Practice		
●	7:30 p.m.–9:00 p.m. (1h 30min) ⌄	Forum	U13AAA Hawks	Practice		
●	8:30 p.m.–10:00 p.m. (1h 30min)...	Centennial	U15AA Hawks	Practice		
●	9:00 p.m.–10:30 p.m. (1h 30min)...	Forum	U15B Black Hawks	Practice		
WEDNESDAY, OCTOBER 19, 2022						
●	6:00 p.m.–7:30 p.m. (1h 30min) ⌄	Centennial	U15A Hawks	Practice		
●	7:30 p.m.–9:00 p.m. (1h 30min) ⌄	Centennial	U18AA Hawks	Practice		
THURSDAY, OCTOBER 20, 2022						
●	6:30 p.m.–8:00 p.m. (1h 30min) ⌄	Centennial	Ice Scheduler	U11C Practice		
●	8:00 p.m.–9:00 p.m. (1h) ⌄	Forum	U13AAA Hawks	Practice		
●	8:30 p.m.–10:00 p.m. (1h 30min)...	Centennial	Ice Scheduler	U15C Shared Practice		

TEAM ICE MANAGEMENT

REGULAR MANAGEMENT

Teams are expected to access and review Skedda on a regular basis as changes will occur during the season. All Game and Practice ice will be assigned using the Team's username, with exceptions, and any changes made to the schedule will be sent automatically from the system to the User assigned email.

BOOKING ADDITIONAL ICE TIME

Requesting to book any additional Hawks owned ice is made easy in Skedda and can be done in the following steps.

1. Find a minimum 60-minute ice time you wish to book, hover over that time, then click

	Centennial
7:00 A.M.	
8:00 A.M.	🔗 Ice Scheduler U9 Development Ice Times
9:00 A.M.	
10:00 A.M.	
11:00 A.M.	⊕ 11:00 a.m.
12:00 P.M.	
1:00 P.M.	

2. Click the 'Book' button in the top middle of the page

📅 Sat, Oct 22 | ⌚ 11:00 a.m.–12:00 p.m. | 🏠 Centennial | 💰 \$220.00 Book Cancel

3. If you wish to book longer than 60-minutes and it doesn't conflict with the next ice time and there is availability, then adjust the time. Maximum booking blocks are 2-hours.

DATE & TIME*

Saturday, October 22, 2022 From 11:00 ... to 12:00 p.m.

4. Enter a BOOKING TITLE, examples: Exhibition Game; Practice; League Game

BOOKING TITLE

An optional booking summary

- select the BOOKING TYPE 'Purchased Ice'. The other options are reserved for the Ice Scheduler.

BOOKING TYPE*

Team Practice
Shared Practice
League Game
Development
Purchased Ice

- Review information and press 'Confirm booking'

PAYMENT AND CANCELLATION/CHANGES

BOOKING PRICE

\$220.00

CANCELLATION/CHANGE OPTIONS

You can cancel or change this booking until Monday, October 17, 2022 at 11:00 a.m..

Confirm booking Cancel booking

- Ice time can be booked up to 12-hours before the session. If the request is made after the 12-hour window the system won't allow you to book the ice and it cannot be used.

GIVINGBACK OR CANCELLING ICE TIMES

To cancel a booking, a User must follow the steps below.

- Click the drop-down arrow on the booking

11:00 A.M. U11AA Red Exhibition Game

- Click 'Cancel booking'

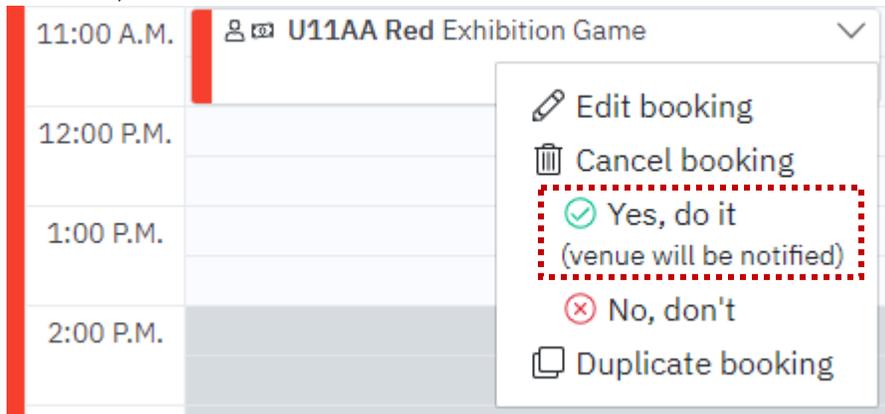
11:00 A.M. U11AA Red Exhibition Game

12:00 P.M.

1:00 P.M.

Edit booking
Cancel booking
Duplicate booking

3. Click 'Yes, do it'



4. Booking is cancelled and available for the next User to book

The system only allows cancellations 7-days or greater of the request. If the User's request is less than 7-days from the booking, you will need to make that request with the Ice Scheduler. Please see the **Resolving Short Notice Conflicts** section of this document as there may be an impact back to the Team.

TRADING ICE

ASSOCIATION SCHEDULED ICE

If a User would like to trade ice sessions that was booked by the Association as a recurring practice. The Teams should agree through email on the change request and then submit the request to ice@halifaxhawks.ca to be changed so that the Teams are not charged. Make sure both Team email addresses are on the email to the Ice Scheduler.

ADDITIONAL BOOKED ICE TIME

If a User would like to trade ice sessions that was booked by the User, then follow the **Giveback or Cancelling Ice Time** procedures and advise the other Team when the ice slot is cancelled so they can book that time. If it is after the 7-day cancellation window, then send the request to change the ice times to ice@halifaxhawks.ca. Make sure both Team email addresses are on the email to the Ice Scheduler.

ICE CONFLICTS

Through the season, a Team may have ice conflicts that require a change of their ice time. Those conflicts could be for several reasons, including a scheduled tournament, a change in league schedule placed over a practice time, league shutdowns (widespread illness, extreme weather), overbooking by the venues, and various other reasons.

REBOOKING LEAGUE GAMES

If a conflict arises over a league game that the Team is the host, the User should review Skedda for any available ice time and coordinate with the Visiting Team if the new time works for them. Once confirmation from the Visiting Team is received, the email should be forwarded to ice@halifaxhawks.ca who will make the request to the League. On confirmation from the League, the Ice Scheduler will make the changes in Skedda and respond the User that the booking has been changed.

Teams may use their team practice times to rebook League Games. If a User is requesting to use a practice time for the League Game, as an additional step to the above the Team should also look for an available ice slot for a replacement practice time for the Ice Scheduler to book.

If a Team is unable to find an ice time in Skedda that works, they can reach out to the other facilities to find a time that works for the two Teams. On confirmation from the Visiting Team and the Facility of the available ice, the User can forward those communications to ice@halifaxhawks.ca to make those changes in Skedda. The Ice Scheduler will then contact the League to finalize the changes in the league schedule. If approved by the Ice Scheduler, the ice time can be added to the Association’s contract but only at the request of the Ice Scheduler with the Facility – Teams and Users cannot ask for ice time to be added to the Association’s contract. Please see the **Non-Association Ice** section of this document on how to contact Facilities.

If the User’s request is less than 7-days from the booking, you will need to make that request with the Ice Scheduler. Please see the **Resolving Short Notice Conflicts** section of this document as there may be an impact back to the Team.

REBOOKING RECURRING PRACTICES

If a Team has a conflict during an Association recurring practice, the User should find a replacement time in Skedda and request the change with the Ice Scheduler.

If the User’s request is less than 7-days from the booking, you will need to make that request with the Ice Scheduler. Please see the **Resolving Short Notice Conflicts** section of this document as there may be an impact back to the Team.

RESOLVING SHORT NOTICE CONFLICTS

The Association understands that conflicts may arise out of anyone’s control but ask Teams communicate as early as possible if a conflict arises. It’s the responsibility of Team Management to reach out to the Ice Scheduler at first notice of a conflict to try and resolve without a financial burden back to the Association.

The Ice Scheduler requires 7-days of advance notice of a cancellation to allow other Users the chance to book the ice or try and giveback the ice to the Arena and not be charged.

If you require to cancel an ice time less than 7-days from the booking, you will need to make that request with the Ice Scheduler. On a case-by-case basis, at the Ice Scheduler’s discretion, the Association may not be able to refund or find a substitute ice session for the User’s team.

NON-ASSOCIATION ICE

Teams are welcome to book and use other non-Association ice times as long as they follow the ice allocation policy governed by the Association. The Association applies for insurance status at most HRM facilities for the year, however, to confirm the outside facility you wish to book is covered please email admin@halifaxhawks.ca. If it is not covered, it may require up to seven (7) business days to insure the additional facility. The Association regularly insures the Halifax Forum, Centennial Arena, Dauphinee Centre, and HRM 4Pad. The below resources can be used to for nearby facilities.

Facility	Website
Centennial	https://www.rectimes.app/centennialarena
Forum/Civic	https://rectimes.app/halifaxforum
HRM 4Pad (Bedford)	https://hrm4pad.com/bookings
RBC Centre	https://www.rbccentredartmouth.com/bookings
Zatzman Sportsplex	https://zatzmansportsplex.com/events-rentals/rentals
St. Margaret’s Centre	https://www.stmargaretscentre.ca/facility-rentals-1
HRM Facilities	https://recreation.halifax.ca/enterprise/facility/availabilitysearch