



Policy #: 7.100

Effective: October 2004

Revised: May 7 2007

Scheduling

Policy: It is the policy of Menomonie Youth Hockey Association (MYHA) to schedule games and practices to optimize the arena while considering the age levels of the various user groups.

Procedure:

1. The association scheduler shall establish a master schedule in accordance with the guidelines established by the Menomonie Ice Board.
2. The scheduler shall also attend the Nor-Wis, West Wisconsin, Eau Claire and any other scheduling meetings as needed each year to schedule games with other associations in our region.
3. Schedules shall be produced and finalized by the 25th of the month preceding the month of the schedule.
4. The schedule will be published and posted at the arena and through other association communication tools, ie: Cougar Chatter, Website, team managers, etc.
5. Schedule changes will occur from time to time for various reasons. The schedule posted at the arena will be considered the master schedule. The scheduler will notify team managers, coaches, referee scheduler and concession stand manager of any and all changes as soon as possible.
6. It is recommended that no member of MYHA shall schedule away or home games during Monday through Thursday and shall not schedule any games or practices early Sunday mornings. Exceptions will be made to allow for in house league games that cannot be scheduled at any other time, or if no ice time is available and the teams involved agree (MYHA board recommends this only occur at the Bantam level) The game MUST be within 45 minutes or less of home in order to have the game. Also the team scheduling the game would need to give up 1 practice time to allow for the game.
7. Cancellation of games with another team will be discouraged and the scheduler must be consulted first before any cancellation occurs. If cancellation or schedule change is necessary, the Scheduler will work with the Team Manager and shall report the schedule change to referee manager, ice team scheduler, and concession stand manager as soon as possible.
8. Team Managers shall schedule away tournaments for his/her team and shall subsequently notify the scheduler so that others games are not scheduled.
9. MYHA programs will be scheduled as planned, in the event of inclement weather or schools are let our early or closed it will be up to the teams to determine and communicate if practices will be held. Games on weekends due to inclement weather will be left up to the team manager and coaches after consultation with opposing team.

10. Where possible and as ice time is available the following guidelines will be followed for practice to game ratio (based on USA Hockey Guidelines):
- Bantams- 3 practices a week
 - PeeWees/U12- 2-3 practices a week
 - Squirts/ U10- 2-3 practices a week
 - Mites 1-2 practices a week
 - LTS 1-2 practices a week

This policy is issued by the Scheduling Committee and approved by the Board of Directors