

Cumberland County Minor Hockey Association – Policy Manual

CATEGORY: Team Management	LAST REVIEW: 2025
POLICY NUMBER: 6.6	DATE APPROVED: May 29, 2025
TITLE: Ice Time Allocation Policy	
PURPOSE: To provide guidance on how ice time is allocated within CCMHA programming.	
RELATED GUIDELINES/DOCUMENTS: 3.15 Position Description – Director, Ice Time Management	

1. INTRODUCTION

The effective allocation and scheduling of ice time is fundamental to meeting the need of the players, coaches, parent and officials. The overall allocation of ice time to the Association is subject to the competing demands for ice time from other user groups. In addition, ice time may be subject to factors and decisions which originate outside the Association from time to time.

These policies and procedures are intended to describe:

- How the Association receives its annual allotment of ice time;
- The weekly allocation of ice time to various Association divisions and programs;
- The principles which guide the scheduling of ice time; and
- Other considerations which will influence the allocation of ice time.

2. SCOPE

These guidelines and procedures apply to all ice time which is administered by the Association. This includes league play, development programs, tournaments and playoffs.

3. DEFINITIONS

“Allocation” refers to the allotment of a block of ice time to the Association or to a particular Association division or program.

“Development Program” refers to development programs and clinics which are established from time to time.

“U-18 Age” refers to players who are between 15-17 years old on 31 December.

“Scheduling” refers to the assignment of a portion of the division or program allocation to a particular time and day.

“Session” refers to either a scheduled practice or game.

4. ALLOCATION OF ASSOCIATION ICE TIME

The Association receives an annual, weekly allocation of ice time consistent with the Town of Amherst and the Municipality of the County of Cumberland policy for allocating ice time.

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The allocation reflects: 1) the number of members in the Association, 2) the Association's request for ice time, and 3) the Association's use of ice time over the past season. All user groups are expected to use a portion of both "prime" and "non-prime" hours.

5. ALLOCATION TO DIVISIONS AND PROGRAMS

All practice sessions are one hour long whereas "C" Division games are 1.0 hours and Provincial Teams have games of 1.5 hours. However, this allocation is dependent upon the overall allotment received from the facilities and the assumption that actual registration will not deviate significantly from the projected number of registrants.

6. SCHEDULING ICE TIME

6.1 Guiding Principles

The allocation and scheduling of ice time will be guided by the following principles:

Players First: league play is the foundation of the Association. The allocation of ice time for divisional league play shall be a priority so as to maximize player participation.

Optimal Allocation: It is not possible to meet the individual needs of all players, coaches and parents. The Association will strive for an optimal allocation of ice time which meets the needs of as many members as possible.

Equity: all divisions and teams should receive an equitable allocation of ice time over the course of the season. Due to a variety of factors, it may not be possible to provide an equitable allocation of ice time on a weekly or monthly basis.

Predictability: Players, parents and officials need a predictable schedule so that they may plan their personal, family and other commitments. The Association will strive for a consistent and predictable schedule throughout the year.

Transparency: Decisions with respect to allocation and scheduling must be made in a manner which respects this policy and is seen to respect this policy.

6.2 Scope and Duration

The final schedule for all divisions and programs shall be set as soon as possible at the beginning of each year. Minor adjustments may be considered prior to the Christmas break, if necessary.

6.3 League Play and Development Programs

The schedule will reflect the following considerations:

- An equitable allocation of ice time should be provided to all divisions and programs.
- Ice time should be equitably allocated between week days and weekends, to the extent possible.
- Development programs should be scheduled so as to not interfere with league games.
- Development programs should not be back-to-back with league play as this would require some players to be on the ice for three straight hours.
- Players should not be on the ice for more than two sessions (games, practices, development programs, etc.) per day.

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- U7 and U9 sessions should end by 8:00 pm.
- Games and practices which start at pm on weekdays shall be distributed equally amongst all programs and minimized to the extent possible.
- The goaltender clinic should be scheduled so as to not conflict with other Association programs.
- Divisions should play games/practice at both rinks.
- Games in the same division should be scheduled back-to-back, when possible, to facilitate the scheduling of referees.
- Ice time should be scheduled in standard increments of one hour or 1.5 hours, whether practices or games, to facilitate the scheduling process.

7. SPECIAL EVENTS

Special events include tournaments sponsored by the Association and events sponsored by other user groups.

7.1 Association Tournaments

- All teams must be registered at least three weeks in advance of the first day of the tournament.
- The complete schedule must be provided to the Referee-in-Chief at least two weeks in advance of the first day of the tournament.
- Any unused ice-time shall be returned to the facilities at least three weeks in advance of the first day of the tournament (to avoid user fees); or
- Any unused Association ice time shall be used as originally scheduled at the beginning of the season.
- Final decisions with respect to the disposition of ice time shall be communicated to Association members at least two weeks in advance of the first day of the tournament.

7.2 Other Tournaments

- The Managers of league or provincial teams which are planning to travel out of town must notify the Ice Time Coordinator at least three weeks in advance of the proposed trip.
- The Division Coordinator, in consultation with the Ice Time Coordinator, shall determine whether the ice sessions may be effectively used by the remaining divisional teams or players
- If not, opportunities will be explored with respect to other divisions or the ice time will be returned to the facilities.

8. EQUITABLE ALLOCATION OF ICE TIME

The Association will strive to ensure that all teams and programs receive an equitable allocation of ice time over the course of the season. Due to unforeseen factors, it may not be possible to provide an equitable allocation by week or month.

Each team will be allocated one (1) ice time for practice and one (1) ice time for games per week by CCMHA. This does not include necessary ice time for home tournaments.

The Ice Time Coordinator shall review the projected and actual allocation of ice time with the Division Coordinators by 01 January and make appropriate adjustments, as approved by the Board.

All adjustments must be made at least three weeks in advance of their implementation so that adequate notice may be provided to the affected parties.

8.1 Additional Ice Times

No additional ice times bookings or scheduling are permitted until team ice times and locations have been confirmed with the respective arena.

Requests for additional ice times will be made directly through the Ice Time Coordinator to limit contact with the arenas and minimize scheduling conflicts. This will ensure easier and more transparent tracking and billing of ice times.

Any request for additional ice time should include the necessary information for the Ice Time Coordinator, including preferred dates, times, locations etc.

Any and all ice times will be billed directly to the team responsible for the ice.

9. SCHEDULING APPROACH

The annual allocation and scheduling of ice time involves the following step-wise process.

- a. After consulting with the Division Coordinators, the Ice Time Coordinator shall prepare a proposed allotment and schedule of ice time for the following season.
- b. Upon approval by the Board, the proposed allotment shall be submitted to the facilities for consideration.
- c. After receiving the annual allotment of ice time from the facilities, the Director, “C” Teams and Director, Provincial Teams and the Ice Time Coordinator shall prepare a revised schedule in collaboration with the division coordinators.
- d. Once approved by the Board, the revised schedule shall be provided to the facilities to prepare a seasonal schedule by division which reflects the special events that conflict with Association programs.
- e. Each Division Coordinator, in collaboration with their coaches, shall refine the schedule to reflect the specific circumstances of their division. Factors to consider could include the distribution of:
 - games vs practices;
 - marginal ice times;
 - weekday vs weekend ice times;
 - Home vs Visitor games; and
 - and other reasonable considerations that might apply to the division.
- f. Division Coordinators are strongly encouraged to ensure that the schedule is fully reviewed, in the first instance, so that ongoing changes are avoided.
- g. The final seasonal schedule for each division shall be posted on the CCMHA website.

10. MONITORING OF ICE TIME

Team Managers are expected to advise the Ice Time Coordinator every Sunday evening by 6 pm of their teams scheduled ice times and locations for both practice and game times including the names of all participating teams.

The Ice Time Coordinator will provide an update on all ice time usage for teams during the 2nd week of January.

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Ice time used in excess of CCMHA seasonal allocation will be the sole responsibility of the team and will be billed to the team by CCMHA.

11. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.