



LOWER MAINLAND RINGETTE LEAGUE

Call for proposals — Ice Scheduling Contract

September 29, 2020

Lower Mainland Ringette League (LMRL) is seeking an Ice Scheduler to assist with league game scheduling for the 2020-21 season. Interested individuals or businesses are welcomed to submit a proposal to undertake work that meets the statement of work below. Please include your costs, background and qualifications in your proposal and email care of the LMRL President (president@lowermainlandringette.ca) before midnight October 11, 2020. Please direct any questions to Shannon Bettles, President: president@lowermainlandringette.ca.

Title: Ice Scheduler

Objective: To schedule all league and exhibition games for the Lower Mainland Ringette League for the 2020-21 ringette season according to the policy and protocols of the LMRL [policy manual](#). To correspond with Association contacts regarding cancellations and game re-schedules. To ensure the LMRL game schedule posted online is accurate and updated with re-schedules and cancellations.

Background: The LMRL has a volunteer position on its board with the portfolio that oversees ice scheduling. When the position is unfilled, or when the board member in charge of ice scheduling is unable to fulfill their duties, the LMRL policy allows for the contracting of game scheduling. The contractor is not a voting member of the LMRL board, unless they are appointed or elected to that role.

For the 2020-21 season, the LMRL board position remains unfilled. The LMRL is seeking a contractor to complete the scheduling work required. The estimated start date of the 2020-21 season is November 1 and runs until March, 2021. The Ice Scheduler would need to be available to start work mid-October.

Scope: The LMRL has ten member Associations from a geographic area covering all communities in the Lower Mainland stretching from Chilliwack to North Vancouver, representing approximately 1200-1300 athletes, coaches and officials. There are approximately 70 - 100 teams across nine Zone and Club divisions (U10 - 18+). Games are played in up to 32 arenas.

Each Association has 1-3 home arenas where they play home games. Some associations share home arenas.

There will be 2 separate schedules to make, which covers the first half (Nov - Dec) and then the second half of the season (Jan - Mar). Note that due to COVID-19 safety regulations, the LMRL game schedule must adhere to safety plans as outlined by Ringette BC, and local associations and facilities. Game schedules are subject to approval by the LMRL board of Directors.

Tasks:

- Determine a league game schedule for the season after consulting with member associations regarding available ice times and the number of teams in each division.
 - Receive directions from LMRL Vice-President regarding which teams should be scheduled into divisions and pools/cohorts (teams of up to 4) together.
 - Where possible, the league game schedule shall be a fourteen (14) game minimum and a twenty (20) game maximum;
 - Each scheduled game shall be assigned a unique identification number;
 - For each scheduled game, one team must be assigned to their home arena;
 - Teams pooled together should have an even number of home and away games;
 - Schedule exhibition and league games within the approved hours:
 - Sunday: earliest start time: 07:00 hours, latest start time: 21:30 hours.
 - Monday-Friday: earliest start time: 18:30 hours, latest start time: 21:30 hours.
 - Saturday: earliest start time: 07:00 hours, latest start time: 21:30 hours
 - For U10 and U12 divisions, Sunday through Thursday the latest start time is 20:00 hours.
 - For the U14 division Sunday through Thursday the latest start time is 20:30 hours.
 - For U19 and 18+ divisions, the latest start time is 22:00 hours.
 - Upon request of the participating teams, the Divisional Manager may permit reasonable exceptions to the earliest and latest starting times to assist in rescheduling league games and for exhibition games only
 - Each Member Association must allocate a minimum of 60 minutes of ice per game.
- Working with the webmaster, upload the league schedules to Team Snap Tournaments website.
- Correspond with Association Ice Schedulers, VP, and Division Coordinators with respect to rescheduling game and cancellations. Liaise with the President or VP with respect to policy-related scheduling questions.
 - Manage and change schedules and cancellations on the Team Snap Tournaments website when required.
 - Document and track changes made to games, including reasons for cancellation.
- Final schedules to be reviewed by LMRL President and VP, Association Ice Schedulers, COVID Safety Officer and Division Coordinators before publishing.

Constraints:

- There will be some time constraints as schedules will need to be made up in a 1-2 week time period between the time the teams are pooled and the time the season starts.
- Scheduling decisions are subject to LMRL and Ringette BC policy and board direction.
- If Ringette BC regresses ringette into Ringette Progression 2 or 1 (and games are prohibited), then the contractor will be paid out for work completed prior to shut down.

Meetings: The Ice Scheduling contractor is welcome, but not required, to attend LMRL meetings, which may help with schedule-related communications. Virtual meetings are held monthly on the third Monday at 7pm. Contractor may request virtual meetings from VP, Presidents or Ice Schedulers as necessary.

Deliverables:

- League game schedule in electronic (xls or csv) format ready for website upload for divisions U10 - 18+ (including Club and Zone) from November 1 - December 20.
- League game schedule in electronic (xls or csv) format ready for website upload for divisions U10 - 18+ (including Club and Zone) from January 3 - mid March, 2021.
- Availability of up to three hours per week from November 1 to mid March, to respond to rescheduling or cancellation requests received via email.