



Richmond Jets Minor Hockey Association
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May 2025

AGM REPORT 2025 – Nadine Bayley-Ice Scheduler

Main Objectives:

- Work with the Executive Director, Director of Hockey Operations and Program Committee to create Jets ice schedule for the season
- Work with the Director of Hockey Operations to create and maintain the Jets Skills ice schedule for Skill Providers and Skills Support staff
- Manage and communicate ice schedule, ice changes and ice cancellations for the season
- Work with and help Division Managers, Coaches and Team Managers with ice schedule maintenance throughout the season

Key Responsibilities:

- Create a Jets ice schedule to include all Association's program needs:
 - U7/U9 programs
 - Rep and House Teams (U11 – U21)
 - Start of the season evaluations
 - Intro to Hockey
 - Skills program (U7/U9, U11/U13 House, Rep, Try Goalie, U9 Intro to Rep, and Hitting Clinics)
 - Opt-In Paid Skills programs
 - Goalie Development
 - First and Second Shift programs
 - Grad Skate (for Jets graduating players)
 - Communicate ice schedules to Division Managers, all teams and skills providers/support
 - Manage/Adjust/Create new schedules due to Arena construction/maintenance
- Oversee Jets ice schedule during the season:
 - Rescheduling conflict games
 - Skills schedule maintenance
 - Skills Support schedule maintenance
 - Rescheduling ice due to City ice changes and ice cancellations for different events and tournaments
 - Manage available ice to bid for/pick up
 - Accommodating playoff games schedule needs
 - Communicate all ice changes and ice cancellation



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2024/2025 Season Summary:

- For the 2024–2025 hockey season, the Jets were allocated 182.75 hours of ice per week (163.75 hours regular allocation, 13.25 hours @ 140%, 5.75 hours @ Oval) . Keep in mind, weekly hours did vary based on ice changes and ice cancellations
- Regular Jets ice schedule consists of:
 - Intro to Hockey – 1 Group – 2 skills sessions per week
 - U7/U9 Divisions – 16 Teams – 2–3 sessions per week (including skills)
 - U11–U18 Rep Divisions – 11 Teams – 3–4 sessions per week (including skills)
 - U11–U13 House Divisions – 10 Teams – 2–3 sessions per week (including skills)
 - U15–U18 House Divisions – 13 Teams – 2 sessions per week
 - U21 House Division – 1 Team – 1 session per week
 - Opt-In Skills – 5–6 sessions per week
 - Goalie Development – 4 sessions per week
 - First/Second Shifts – 2 sessions per week
- Throughout the season, the # of skills sessions varied based on ice changes, ice cancellations and skills program length
- Worked closely with Wayne Carleton, Executive Director by providing continual updates of our Jets overall ice schedule
- Worked closely with Linden Saip, Director of Hockey Operations, to manage our Jets Skills Program and create/maintain our skills ice schedule
- There were approximately 15 + Tournaments and Events that impacted our regular ice schedule. Over the past few seasons, this number continues to grow.
- Over 120 + conflict games to resolve, though less than last season, less available ice to reschedule
- Had to move many team practices (throughout the season) to different ice times to open game ice to resolve conflicts
- Based on returned “available” ice slots put out for bid, approximately 144 ice slots were picked up, 217 went unused (of which 63 were weekly early morning ice slots). Unfortunately, teams throughout the season did not return unused ice
- Scheduled U13–A Final Four series
- Support the Division Managers, Team Managers, Coaches, Skill Providers, the Board and the Executive Director with any questions to be answered or tasks to be completed



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Recommendations:

- Continue to request more weekday prime time ice times and request more ice from the Oval
- Prepare and plan Jets Program for next season as early as possible (middle of June)
- Project the number of teams/groups by early July
- Confirm as many coaches (for Rep and House) as early as possible
- Continue to use early morning ice for skills, shared team practices and skills (where possible)
- If necessary, use 7:00am weekend ice for games (last resort)
- Q & A sessions with the Ice Scheduler