



OREGON YOUTH HOCKEY

GAME SCHEDULER

HANDBOOK

Updated 09/2025

Table of Contents:

- I. Introduction
- II. Scheduling Games
- III. DCHOA (Referee) Access
- IV. Referee Request
- V. Confirming Games Throughout the Season
- VI. Working with the Team Manager
- VII. Changes in the Game Schedule Throughout the Season
- VIII. Frequently Asked Questions

I. Introduction:

On behalf of the Oregon Youth Hockey organization we would like to thank you for volunteering your time this season as a game scheduler. A game scheduler has an important role in securing games for the team for the season and making sure the games scheduled are with teams that will offer competitive play for each team. The game scheduler will be in charge of scheduling referees as well as adding, canceling, changing, and confirming games throughout the season. This handbook serves as a guide and may need to be changed over the future hockey seasons.

II. Scheduling Games:

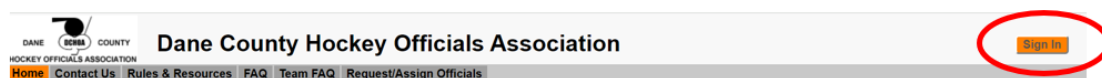
- A. The list of your home game dates and times will be given to you by someone on the Hockey Board (Volunteer and Dibs Coordinator, ALD, or Vice President)
- B. You will reach out to various organizations' teams to schedule games within a maximum driving distance (unless approved otherwise by coaches and your team) of approximately one hour. This means you do not want to schedule a game 1.5 hours away unless approved by the coaches.
- C. When scheduling games, after offering a home game spot to an opposing team, that opposing team in return should offer your team reciprocal ice (a home game spot at their rink). Towards the very end of scheduling or other under circumstances offering a home game spot without reciprocal ice is fine, but it is best to receive reciprocal ice from the other team to allow for an ideal number of games throughout the season.
- D. When scheduling games it is recommended to start a document that includes each game date and time as well as if the game is home or away, location of game, opposing team name, and opposing team contact information
- E. Scheduling an A Team vs a B Team
 1. Typically our A Teams are scheduled with other Division I-IV A teams
 2. For our B Teams, being that our organization is small and does not allow for both a B and C team, our B Teams may be better scheduled with Division II-IV B teams or Division I C teams. This offers a more competitive game for both teams. See below regarding reaching out to Age Level Directors (ALDs).
- F. It is important to reach out to the ALD for the team you are scheduling for to confirm the level of play of your team and if there are any specific opposing teams that will be best suited to schedule games with. They may refer you to individual coaches for the previously mentioned information and also to check with coaches for any preferences they have for games.
- G. Ways to schedule games include:

1. Opponent's website:
 - a) You can go to each opponents' website to see if you are able to find the team manager or team scheduler's contact information. A lot of times early in the season or pre-season it may not be listed. You may have to email someone on the opponent's Hockey Board to obtain that contact information.
2. Facebook Groups:
 - a) This is typically one of the easier ways to schedule games for your team.
 - b) There are groups for scheduling for each age level as follows:
 - (1) Wisconsin Squirt A/B/C Schedulers
 - (2) U12 (Peewee) A/B/C Schedulers
 - (3) U14 Bantam A Wisconsin Schedulers
 - (4) Wisconsin Hockey Game Finder
 - c) Making posts on these groups with your home open ice times and contact information works well for scheduling games
3. Yearly Meeting:
 - a) There is typically an in person meeting held yearly to schedule games. This information can be provided to you by a Board member when the date, location, and time has been confirmed.
 - b) In the past there have been minimal people in attendance as the majority of scheduling is done on Facebook or via email prior to the date and time of the meeting.
- H. The ideal number of games per season (including tournament games) is between 30-40. Check with the ALD or coach on their recommended number.
- I. It is important to schedule games **EARLY!** The later in the season you wait to schedule games the fewer options for opponents there will be. This may lead to non-competitive games.
- J. **DON'T FORGET** games can be added, changed, or cancelled throughout the season. After your team is established and has played a number of games the coach and/or coaches may have a better idea of the level of play of your team. Upon looking at the future game schedule they may determine a particular team will not be a good match for your team and may have you cancel, change, or add a game to offer more competitive play.
- K. Information to document when scheduling games:
 1. It can be helpful for the game scheduler and/or team manager if you start a spreadsheet with the following information:
 - a) Date of game
 - b) Day of the week of the game
 - c) Time of game

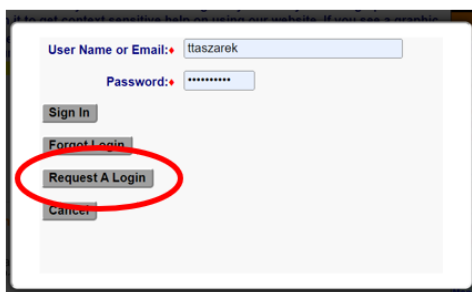
- d) Home or Away
 - e) Opponent
 - f) Rink name
 - g) Rink address (optional)
 - h) Name of contact
 - i) Contact information (email)
 - j) Referee requested (Yes or No)
 - k) Game confirmed (Yes or No)
2. Documenting the above information will help when confirming games and keeping track of what tasks have been completed.

III. **DCHOA (Referee) Access:**

- A. It is important you request access through the Dane County Hockey Officials Association as soon as able so you can request referees for the HOME games you have scheduled.. This can take a couple of days, so it's good to get this request submitted right away if you will be in charge of making the referee requests.. To request access, go to dchoa.org, and click on the "sign in" button in the upper right corner of the page.



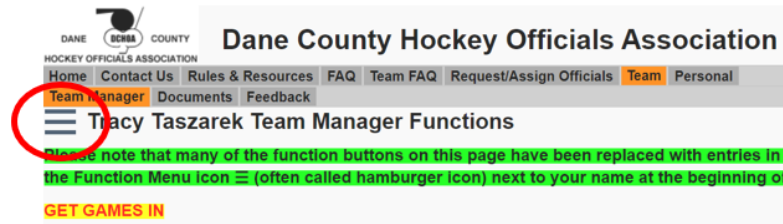
1. Click on "Request a Login" if you are new (returning managers can click on "Forgot Login").



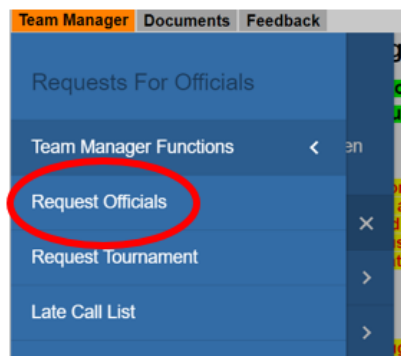
2. Complete the information requested, requesting access for only the team you will be managing. Once you've submitted your request, you should receive an email within a couple of days providing your login information. Remember to watch your SPAM folder

IV. **Referee Request:**

Once you fill **HOME** game spots you will need to request referees for each of those **HOME** games (away games will be requested by the opposing team). To do this, log into your DCHOA account. Once signed in, click on the “hamburger” next to your name in the upper left of the page.



A pop-up menu will come up. Click on “Requests for Officials” and then “Request Officials”



Complete the information on the request page, including Rink (Oregon), Date, Time, and Length (Squirts = 60 minutes, Peewees = 75 minutes, Bantams = 90 minutes), etc. If you do not know the opponent, enter TBD (to be determined). This information can be added at a later date when the opponent has been confirmed. Click on “submit” at the bottom of the page. You will then receive an email that the game has been submitted.

NOTE: Referees are assigned to games a couple of weeks in advance. Requests must be submitted prior to that assigning period, or you run the risk of not getting referees for your game. It is recommended to enter all home games as early in the season as possible, even if an opponent has not been scheduled!

Once the games have been entered, if you need to edit or cancel a game, scroll down to the list of games on the home page, then right click on the game you need to change. A pop-up menu will be shown from which you can

Your Team's Pending Requests And Games									
Your Pending Requests As Of 10/21/2024 9:03 PM									
Date	Time	Len	Loc	Home	Visitor				
12/13/24	6:00P	1:00:00	TBA	SQ	TBA	TBA	SQ	TBA	
12/13/24	7:15P	1:00:00	TBA	SQ	TBA	TBA	SQ	TBA	
12/13/24	8:00A	1:00:00	TBA	SQ	TBA	TBA	SQ	TBA	
12/13/24	Withdraw Request	1:00:00	TBA	SQ	TBA	TBA	SQ	TBA	
12/13/24	Change Request	1:00:00	TBA	SQ	TBA	TBA	SQ	TBA	
12/13/24	Request Details	1:00:00	TBA	SQ	TBA	TBA	SQ	TBA	
12/13/24	Print List	1:00:00	TBA	SQ	TBA	TBA	SQ	TBA	
12/13/24	Refresh	1:00:00	TBA	SQ	TBA	TBA	SQ	TBA	

Your Future Games As Of 10/21/2024 9:03 PM									
Date	Time	Len	Loc	Home	Visitor				
Sa 10/26/24	9:00A	1:30:00	ORE	BA	1	POL	BA	1	
Sa 10/26/24	1:30P	1:30:00	ORE	BA	2	VER	BA	3	
Sa 10/26/24	4:30P	1:50:00	ORE	PW	1	MCF	PW	1	
Sa 10/26/24	Cancel Game	1:50:00	ORE	PW	2	MCF	PW	2	
Sa 10/26/24	Change Game	1:50:00	ORE	SQ	1	MCF	SQ	1	
Su 10/27/24	Display Early	1:00:00	ORE	SQ	1	WAUN	SQ	1	
Su 10/27/24	Extra Fees	1:00:00	ORE	SQ	2	MCF	SQ	2	
Su 10/27/24	Game Details	1:00:00	ORE	PW	1	MID	PW	1	
Su 10/27/24	Print List	1:00:00	ORE	BA	2	SAUK	BA	2	
Su 10/27/24	Print List	1:00:00	ORE	BA	1	DUB	BA	1	
Sa 11/09/24	Refresh	1:50:00	ORE	PW	2	MID	PW	2	
Sa 11/09/24	2:15P	1:30:00	ORE	BA	1	MID	BA	1	

Rink: Oregon (ORE) → HELP
 From: 10/21/2024 To: 11/25/2024 ☐ Hide Canceled Games
 Team(s): ☒ Either ☐ Home ☐ Visitor
 Association: → HELP

TBA (TBA)

Area Youth & Girls

Thunderbirds (Baraboo) (BAR)

Beloit Youth Hockey Association (BEL)

DeForest Norskies (DEF)

Dells/Delton Blades (DEL)

Diamonds (DIA)

Age Level: ▼
 Team: ▼
Display Schedule



Public Schedule

From Mo 10/21/2024 To Mo 11/25/2024

As of 10/21/2024 9:24 PM (Database updated Fr 05/22/20 at 10:58 AM). The assignment schedule is as follows:

EXPLANATION

The following coding is used: **Cancelled**, **Special Event games**, **tournament games**. If a Game is in the **ADDITIONAL INFORMATION** section in the Game Details for that game. If a Game Date is **Click on**  **to display game details. Right click on a game to display game and schedule.**

SCHEDULE													
	Date	Time	Len	Loc	Home		Visitor	Referee	Ref/Line	Linesman			
	Sa 10/26/24	9:00A	1:30	ORE	ORE BA 1		POL BA 1	(adult)	(M8.17)		---		
	Sa 10/26/24	10:45A	1:30	ORE	ORE BA 2		VER BA 3	(adult)	(M8.17)		---		
	Sa 10/26/24	12:30P	1:15	ORE	ORE PW 1		McF PW 1	(M6.15)	(M8.18)		---		
	Sa 10/26/24	2:00P	1:15	ORE	ORE PW 2		McF PW 2	(M6.15)	(M8.18)		---		
	Sa 10/26/24	3:30P	1:00	ORE	ORE SQ 1		McF SQ 1	(M6.15)	(M8.18)		---		
	Su 10/27/24	10:00A	1:00	ORE	ORE SQ 1		WAUN SQ 1	(M6.16)	(adult)		---		
	Su 10/27/24	11:15A	1:00	ORE	ORE SQ 2		McF SQ 2	(M6.16)	(adult)		---		
	Su 10/27/24	12:30P	1:15	ORE	ORE PW 1		MID PW 1	(M8.18)	(M6.15)		---		
	Su 10/27/24	2:00P	1:30	ORE	ORE BA 2		SAUK BA 2	(M8.18)	(adult)		---		
	Su 10/27/24	3:45P	1:30	ORE	ORE BA 1		DUB BA 1	(M8.18)	(adult)		---		
	Sa 11/09/24	12:45P	1:15	ORE	ORE PW 2		MID PW 2	OPEN	OPEN	OPEN			
	Sa 11/09/24	2:15P	1:30	ORE	ORE BA 1		MID BA 1	OPEN	OPEN	OPEN			

If information in parentheses is shown, referees are assigned for the game. If the word OPEN is shown in the pink box, referees have not yet been assigned.

If no referees are assigned/available for a game, you will be alerted via email the week prior to the game. DCHOA will continue to try to find referees until the Thursday before the game, at which time they may “cancel” the game from their system. OYH has a few local referees that can be contacted if that happens (reach out to Volunteer & Dibs Coordinator) or you can email the “last call” list found on the website. This can be done by going back to the “hamburger” icon, clicking on “Requests for Officials,” then “Late Call List” and it will bring up a list of all the certified referees that have agreed to be contacted.

V. Confirming Games Throughout the Season:

- A. It is important, typically a week before the game, to email/contact the opposing team’s scheduler/team manager to confirm the game. During the chaos of scheduling things can get transposed incorrectly. Confirming this information will prevent for example you from driving an hour away only to find out the time of the game was changed to later, but you weren’t notified.
- B. When confirming the game make sure to confirm the date, time, location as well as any game day duties needing fulfilled by you or the other team. The other team is responsible for covering their penalty box when coming to our rink and we are responsible for covering our penalty box when going to their rink.

VI. Working with the Team Manager:

- A. It is important for the scheduler and team manager to keep in close communication to make certain the season runs smoothly. This ensures teams are showing up at the right time and place for games.

VII. Changes in the Game Schedule Throughout the Season:

- A. It is important as soon as you are aware of a change in a game (e.g. cancellation) you alert the coaches and team manager. The team manager can then alert families.
- B. If at any point there is a home game where the opponent has cancelled and you are not able to find another opponent let the Volunteer & Dibs

Coordinator know and make sure to **CANCEL** the referees. If this isn't done OYH will be charged for the ice and referees even if no game is played.

VIII. Frequently Asked Questions

- A. Can we change our assigned home game dates & times?
 - 1. Your home game schedule given at the beginning of the season is set for the season. It can be difficult to change game dates & times as the ice at the rink fills up quickly. If it is an extenuating circumstance reach out to the Volunteer & Dibs coordinator regarding your inquiry. Any changes will have to be approved through the President or Vice President and the rink.
- B. Will the organization pay for extra ice at a different rink or referee costs for an additional non-home game?
 - 1. What is allotted to each team at the beginning of the season (e.g. home games, tournaments) is what is paid for by the organization. As each family pays the same dues, based on age-level, it is important the organization keeps what is allotted to each team the same. If for example the coach and/or team would like an additional tournament (than what is provided by the organization) or you pick up an additional game at an opponent's rink (e.g. you are offered a double header at an opponent's rink and no reciprocal ice is given on our behalf to the opponent) and they would like referee costs covered, these additional costs would need to be covered by the team. The organization will not be responsible for any of these additional costs, but again these costs can be split amongst the team. If you chose to pick up an additional game and/or tournament not provided by the organization, work with the coaches and team manager to confirm if this would be best for the team and how to collect money from each family.