

# ***Empire Scheduling Meeting***

## **Responsibilities:**

1. Introduce Yourself - hand out contact info
2. Collect Team Forms as Teams Arrive / Check-In
  - a. Coach Guide Book Form
  - b. Team Roster Form - Bantam & Midget players must sign
  - c. Team Officials/Coaching Form
3. Hand out Information as Teams Arrive / Check-In
  - a. Schedule Form (Excel Spreadsheet that defines Division Schedule)
  - b. Empire Book - one per team
  - c. Scoresheets for Home League Games (we do not supply scoresheets for scrimmages - teams should get these from their orgs)
4. Once Announcements are Completed:
  - a. Assign Team Numbers - this defines who plays who at home and away in the spreadsheets; also assigning after announcements gives everyone a chance to start at the same time.
  - b. Monitor Scheduling Activity
5. Before Every Team Leaves the Scheduling Meeting:
  - a. Collect BOTH Home and Away Schedules
    - i. Collect both so that you know immediately if there are any disconnects in date, time, rink
    - ii. You can type into spreadsheet on laptop, you write or have the teams write onto a paper hard copy of MASTER Schedule.
6. After the Scheduling Meeting & Before the First Game:
  - a. Compare the Roster Form & Coaching Form to the website - if not, make the changes so information on website is accurate. See the Website Guide for instructions.
  - b. Make sure you have all forms from all teams completely filled out. If a form is missing or more players are added, the team is ineligible or the players are ineligible until you get the forms (with all signatures if necessary). Note that uniform #s may not be available (sometimes not until after 1 or 2 games).
  - c. **Type the schedule into the Excel spreadsheet for your division and send electronically to Jeanne Barreca (jrbarreca@gmail.com) so she can load your division schedule onto the website.** NOTE typing the data into Excel is MUCH easier than trying to type the data into the website - Jeanne can load a division schedule from an Excel spreadsheet into the website in about 15 minutes.
  - d. **Once the Schedule is loaded onto the EAHC website, this is the MASTER SCHEDULE! Make every team check their EAHC website team schedule and send you an email stating they agree with BOTH the Home & Away game schedule for their team.**
  - e. Resolve any scheduling problems:
    - i. Games not scheduled at Meeting due to ice issues
    - ii. Games where info from both teams did not agree.
    - iii. Maintain the MASTER Schedule for the entire season to make sure it has the most up to date schedule for rink, time & date.