

Indoor Ice Scheduler

Responsibilities

- Work with the Board to come up with realistic team ice time budget for the fee schedule. The ice hours are the bulk of the expenses for the teams.
- Schedule the ice according to the fee schedule approved by the Board.
- Review ice allocation from the Rinks to identify periods of shortages or periods of excess ice. Take necessary steps to try to acquire extra ice for periods of shortages and attempt to return or sell ice where there is excess.
- Attend all Traveling Game scheduling meetings for the District.
- Maintain a Master Schedule.
- Keep track of tournaments for each team and create schedule around them. All tournaments must be reported to you by a pre-determined deadline decided on by you and the Board. Any scheduling adjustments needed to address conflicts with tournaments entered into after the deadline has passed are the responsibility of the team (This includes game rescheduling and rescheduling fees).
- Keep track of school activities and other team dates of possible conflict and attempt to schedule around them, within reason. Each team should communicate known events that will create conflicts before game scheduling.
- Keep track of any off-ice training programs scheduled by CYHA.
- Schedule all 12 Cougar Cub sessions in advance of registration.
- Schedule any Pre-Tryout clinic ice and Mite Pre-Skate ice.
- Schedule ice times for Tryout Director to use for tryouts.
- Schedule the tournament ice. Be sure and schedule District and other year-end tournaments as required (this can vary every year).
- Schedule Goalie Program ice.
- Schedule referee clinic ice if needed.
- Pull out all Mite ice before scheduling traveling teams. Work with Mite scheduler to make changes when necessary.
- Set aside ice for any instructor lead skating clinics determined by the board.
- Schedule the October/early November ice for all teams, working with the Directors as necessary.
- Schedule ice through December (after game scheduling is complete) making sure to allocate game times for Jr. Gold teams.
- Schedule ice through end of regular season (after Jr. Gold Scheduling is complete).
- Schedule ice on a week by week basis for teams that make Districts, Regions. Ice beyond this time-frame is the responsibility of the team's coaches/managers to obtain.

- Report major discrepancies between any team's ice budget and actual to the Board of Directors to consider refund procedures.
- Assure that the ice schedule is communicated properly.
- Post current unused ice on CYHA Ice Store page of website and keep track of all ice sold for invoicing.
- Provide Centennial Arena with game and mite schedules as soon as they are available. They will use this information to help guide concession stand staffing.
- Provide a complete schedule to all arenas as soon as they are completed (for locker room assignments). Follow up with a weekly update to insure any changes are communicated.
- Try to schedule a minimum of two games together at Centennial Arena for concession stand staffing convenience.
- Try to give preference to using Centennial Arena for all half-ice mite games for use of half-ice divider boards.
- Try to give preference to using Centennial Arena for traveling team games over practices.
- For one hour games try to schedule a minimum of two games back to back as required for referee scheduling.
- For 90 minute games try to schedule two back to back to create a three-hour block in order to avoid wasting ice and to keep rinks running on their hourly schedule.
- Try to avoid Wednesday night ice, especially for games. (ESPECIALLY Bantam and Jr. Gold for religion conflicts)
- Try to give the non-prime time out equitably. Do not make any one level take all non-prime ice, all teams should have a similar percentage of their budget in early morning ice. All Bantam, U15 and Jr. Gold teams should share the late hours equitably.
- Verify invoices from arenas to ensure that the hours/costs match our records.
- Work with scheduling software vendor to take advantage of the software's full potential, understand new features and report bugs.
- This position is restricted to ice scheduling responsibilities only.