Title: Ice Scheduler
Role: Board Member
Election/Appointment: Appointed
Voting Status: Voting
Budget: Budget responsibility
Term: Three-year term
Compensation: full hours, receives additional compensation in the form of reduced registration fees and team fee credits, up to $1,500

Description/Role: The Ice Scheduler is responsible for all aspects of the ice scheduling for association.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the annual meeting of ACYHA Membership in April
- Attend the HDC meeting
- Must attend the Team Manager meetings in the fall
- Must attend District game scheduling meetings for all levels/teams
- Meet with various rinks where ACYHA purchases ice (PIC, Breck, New Hope, Brooklyn Park and others)
- Provide end of year Ice Report
- Work to ensure that any unscheduled ice is sold within or outside the association so to reduce the amount of unused ice we pay for
- Work with the city as needed
- Purchase and distribute ice hours for the Association during the winter hockey season (September through March)
- Equitable allocation of ice hours to all Association teams for purpose of games and practices
- Secure ice times for the winter season at home arenas (New Hope Ice Arena, Brooklyn Park Ice Arena, Plymouth Ice Center, Breck Ice Center)
- Issue quarterly ice audits (schedule of ice distribution)
- Provide ice hours to Boys' and Girls' Travel Directors for purpose of pre-season camps and tryouts
- Provide ice hours to the Mite Director
Armstrong Cooper Youth Hockey Association
Job Description

• Work with level coordinators/team managers to determine total and ongoing ice needs
• Work with Treasurer to determine ice billings for the season
• Schedule District 3 traveling league games with Ice Directors from other associations
• Schedule District 3 Mite /U8 games with Mite Coordinator
• Maintain and distribute schedules for all levels (upload via NGIN)
• Adhere to game limits and game/practice ratio standards set by District 3
• Training your successor at the May meeting at the end of your term
• Work with Goalie Coordinator to schedule goalie skills and pre-season camps and evaluations

Desired Skills:

• Strong communication skills
• Ability to manage the ice schedule and work with the city
• Familiarity with or ability to learn NGIN and other required software
• Detail oriented
• Effective time management
• Strong organization skills
• Ability to work with individuals throughout the organization
• Computer skills; e-mail access
• Positive, helpful attitude
• Ability to attend the monthly meetings and do work between meetings

Reporting:

• This role reports to the Board Chairman