



Armstrong Cooper Youth Hockey Association Job Description

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

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- 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