

Woolwich **Girls** Minor Hockey Association

Executive Position: Ice Scheduler

Skill Set Required

Necessary skills:

- Interpersonal skills, ability to collaborate and interact with many people
- Good organization and facilitation skills
- Good written and verbal communication skills
- Problem solving and analytical skills
- Self-motivated and takes initiative
- Computer skills including email, Word, Excel
- Detail oriented

Recommended skills:

- Microsoft Excel knowledge – of filters, macros in particular

Helpful skills:

- Knowledge of MBSportsWeb/SportsHeadz scheduling system

Job Description

The Ice Scheduler is responsible for the procurement of ice time from local Township(s) to support operation of the association, for developing policy on the use and allocation of the ice (subject to Board approval), and for maintaining a positive relationship with the management of the local ice facilities, the Elmira District Referees Association, the Kitchener Girls Local League and all Woolwich Wild team staff.

Key Tasks:

- Negotiate and procure ice time from local rinks in support of association activities
- Attend LLFHL and KGLL scheduling meetings as required
- Develop and manage the association's ice budget
- Develop recommended policies for ice allocation
- Maintain positive relationship with Township recreation staff and EDHRA President and Assignor.
- Has overall responsibility for scheduling team practices and games

- Requests officials/referees for all games and verifies the referee schedule on a weekly basis.
- Inputs ice availability, games, practices and tournaments into the website. Works with rep teams to ensure their games are accurately input in to the LLFHL game website.
- Communicates all schedule information and updates.
- Responds to requests for changes or cancellations, negotiates with teams or other centres to reschedule games, inputs changes and communicates with all impacted parties.
- Review and approve invoices for the use of ice and officials
- Maintains yearly goal and use reports by teams to ensure ice allocation is fair.
- Provide reports to board regarding ice utilization
- Provide projections for ice use and officials for use in preparing the annual budget
- Review all practice/game schedules
- Review ice usage reports (use to budget)

Peak months of time commitment for position

- Peaks August - early October, December, and late January/February

Weekly During Season

- Manage changes in schedule – weather related rescheduling, game change requests, exhibition games, arena issues causing ice cancellation.
- Compare the following week's game schedule to the referee schedule to ensure all games have officials assigned to them.

April/May

- Procure ice for and schedule Spring try-outs.
- Input exhibition games and request officials for the games.
- Contribute to budgeting process with expected ice costs based usage reports from the previous season, anticipated teams for the new season and any planned tournaments.
- Attend Woolwich Township's ice allocation meeting; request additional ice if required.
- Start negotiations with Wellesley Township for additional ice if available.

June - August

- Prepare an ice requirements document for the season, including all blackout periods to be included in the ice contract.
- Procure ice for the season (September – April).
- Work with township to ensure contract is accurate and complete.
- Define and publish September tryout schedule.
- Determine planned practice schedule for anticipated teams.

September-early October

- Add exhibition games to schedule and request officials.
- Determine practice schedule based on actual teams.

- Add tournament information to each team's schedule.
- Allocate ice times for local league and rep team scheduling.
- Update rep scheduling documentation and meet with rep team contacts to explain scheduling process.
- Attend both the local league and rep scheduling meetings, updating schedule, and allocating practices.
- Generate home game spreadsheet in the format required by the EDHRA and request officials for the games.

November

- Allocate ice times for Novice team scheduling.
- Attend Novice scheduling meeting.
- Update schedule with Novice games.
- Generate Novice home game spreadsheet in the format required by the EDHRA and request officials for the games.

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December

- Allocate ice times for local league scheduling.
- Attend local league scheduling meeting.
- Update schedule for January to March local league games.
- Generate local league home game spreadsheet in the format required by the EDHRA and request officials for the games.

January - April

- Update ice allocation spreadsheet to determine available ice for playoffs and playdowns.
- Define practice schedule and game times for playdowns and playoffs.
- Update the playoff/playdown documents and communicate rep scheduling process to the teams, Woolwich Township and the EDHRA. Hold a scheduling planning meeting with the teams.
- Allocate ice times for regional playdown scheduling.
- Allocate ice times for playoffs ... one round at a time but block anticipated time for future rounds.
- Add playdown and playoff games to the website as they are scheduled.
- Send games to the EDHRA and request officials for the games.
- Adjust schedules as teams finish for the season.

Job Requirements

Job requirements:

- Contribute required time which may include weekends and evenings. Requires approximately 4 hours per week, in addition to extra hours during peak periods (could be in excess of 20 hours per week for some weeks during August, September, October, December and February).
- Required to attend association defined meetings at least one a month, in addition to meetings with the Township, teams and leagues when required.
- May be required to drive to required locations, i.e. arenas, scheduling meetings in Toronto or Kitchener, etc.
- Require a personal computer with Microsoft Word and Excel.
- Require a smart phone with you at all times with access to email and the Woolwich Wild website.