**NCMHA Scheduling Services Job Description**

This Scheduling Service agreement is a one-year contract, paid on a per/team basis, with an option to review the agreement annually.

In accordance with any and all NCMHA regulations, guidelines, timelines and bylaws, the scheduler will provide the following:

1. Pre-season and regular season scheduling, including uploading and editing on the NCMHA website.
2. Communication with all member associations’ designated ice coordinator.
3. On-going communication with governors regarding posting scores on the website.
4. Sufficient internet, email hardware and software capability for management, uploading and editing of the NCMHA website.
5. Attending NCMHA meetings on request.
6. Continued communication with the NCMHA executive and web service provider regarding the services.

In accordance with any and all NCMHA regulations, guidelines, timelines and bylaws, the NCMHA, including the member associations and league governors, will provide the following:

1. Timeline will be set out in the current NCMHA Handbook.
2. Phone and fax contact list including ice coordinators and governors.
3. Team placement lists, sufficient ice slots per team or per association, and home team tournament dates.
4. On-going communication of changes from ice coordinators, governors, NCMHA executive and/or member associations.
5. Payment schedule as agreed between NCMHA and the scheduler.

Any issues encountered by the scheduler concerning NCMHA regulations, guidelines, timelines, bylaws, ice slots, phone/fax problems, or conflicts with associations, are to be reported as soon as possible to the NCMHA president.