

## **GCRA Ice Scheduler Job Description**

The Ice Scheduler shall be responsible for allocating ice time for all association ice activities, and shall, with the Vice President Operations or President, negotiate and obtain a fair ice allotment for the various Association programs.

The position requires that the successful candidate be available throughout the year, expending an average of approximately 15 hours monthly. The busier months are September, October, December and February as these are the times when the bulk of the schedules are generated and published. The balance of the time is dedicated to rescheduling of practices and games, preparation and distribution of the Ice Usage Reports and Invoices.

The Ice Scheduler reports to the VP Operations. The Ice Scheduler is welcome to attend all Executive meetings however attendance is not mandatory.

### **Minimum requirements:**

- Excellent Planning and Organizing skills
- Proficient with Microsoft Excel
- Adapts well to evolving technologies
- Effective communication skills

### **Responsibilities:**

1. In consultation with the the VP Operations, preparing ice requirements for the Association and submitting to the City of Ottawa or any private facilities (example: Richcraft, Ray Friel)
  - Ice requirements includes but is not limited to: Regular Season Practice & Play, Playoffs, Player Development, Tryouts and Sort outs, Summer Camps and Power Skating, Tournament ice, any other programs which the association may run during the year
2. In consultation with the the VP Operations, negotiating, as required, Ice Allocations with the City of Ottawa
3. In consultation with the the VP Operations, evaluating the Ice Allocation as provided and returning any surplus
4. The allocation of ice and Schedule creation for all GCRA teams for regular season play and playoffs in accordance with the GCRA Ice Allocation Policy
5. The allocation of ice for the purpose of player development during the regular season
6. Coordinating the rescheduling of home games for all teams within the association
7. Facilitating the creation of League games by providing the necessary information as needed
8. The allocation of ice and scheduling of tryouts and sort outs
9. The allocation of ice for Summer Camps
10. The allocation of ice for Summer Power Skating
11. Creating of Ice Usage Summary reports for the executive and individual teams as required
12. Preparation of Individual Team Invoices for Ice Usage as required and transmittal to VP Operations and Treasurer for action.
13. The ice scheduler is responsible for maintenance of all scheduling related activities using the association website (currently Goalline). This includes but is not limited to:

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- Preparing the tool to facilitate tryouts and sort outs (set up of teams to assign players to)
  - Preparing the tool for annual scheduling activities (manage seasons, teams, leagues, venues) ensuring seasons are rolled over or created, teams are created, published to the public site as necessary, creation of 'teams' for scheduling clinics, maintaining venues)
  - Publishing to and maintenance of all schedules on the association website
  - Publishing initial tryout schedules to the association website
  - Publishing of player development schedules to the association website
14. The ice scheduler is responsible for maintenance of all game related activities in support of the league (leagues) using their designated tool. This may include but is not limited to
- Publishing home game updates to the League (website)
  - Publishing association ice availability to the league