



## Ice Scheduler Responsibilities

Review the past season's ice requirements, forecast next season's ice requirements and present it at an Executive meeting

Prepare a list of BDRA ice requirements and present it to the Arena Board(s). The list should be prepared prior to the Arena Board's ice allocation meeting.

Assist the Tournament Director in establishing ice allocation all BDRA tournaments;

Be responsible for the buying and cancellation of all BDRA ice rentals and room rentals, including pre-season Coaches Meetings, AGM and Picture Night;

Ensure the accuracy of all invoices of all ice rentals and a timely submission of invoices;

Be liaison with Arena Manager(s);

Arrange ice for Provincial team "try-outs" in the Spring and Regional Team and House League "sort-outs" in the Fall based on dates provided by Head Coaches and the Board. If not available locally, will seek alternate ice location(s);

Establish means of monitoring "empty ice";

Report all "empty ice" to the Executive Committee monthly;

Carry out other duties as assigned by the Executive Committee or the President.

### **General Timelines**

#### Feb-May

Confirm ice budget for upcoming season with the BDRA Executive based on Intent to Play forms and Budget allotments

Book Core Ice Time for upcoming season with Innisfil and Barrie

#### January

Book Ice for Springette (late April-June)

#### March

Book Ice for Provincial Try-outs (late April-May)

#### July-August

Book Ice for Regional and House League Sort Outs (September)



August

Review ice and costs with treasurer. Determine suitable black-out weekends for upcoming season for Regional tournaments and communicate with Regional Coaches and Board

Sept-Oct

Finalize and release 1<sup>st</sup> half schedule, need to wait for completion of Regional schedules to avoid conflicts with House League.

Dec

Finalize and release 2<sup>nd</sup> half schedule, need to wait for balancing of Regional team for 2<sup>nd</sup> half and release or 2<sup>nd</sup> half schedule to avoid conflicts with House League.

Ongoing

Cancel or book ice as required with approval of Executive  
Communicate cost changes to the treasurer