



Director at Large - Ice Scheduler

icescheduler@chathamringette.com

Overview:

The Ice Scheduler will work with the GLRL/LORL representatives, CRA Chair, coaches, and managers to schedule games, practices, clinics throughout the season and to offer alternative ice when games need to be rescheduled. They also facilitate the purchase of ice for the regular season, tryouts, and other programs such as Springette

Role and Responsibilities:

- Work with the Municipality of Chatham-Kent to book ice for the regular season, spring tryouts, Springette
- Allocate regular weekly practice ice for the season (with input from coaches)
- Submit available ice times for games to the GLRL Scheduler, and to the LORL Scheduler in September/October, and again in December. In October, the Ice Scheduler will submit list of "black out" dates provided to them from the travel coaches or managers specifying when the teams are attending tournaments
- Once game schedules are released (Sept, Oct and Dec), review the schedule for accuracy and communicate any corrections/modifications to the appropriate GLRL/LORL representatives. Notify the Coaching Coordinator, and Referee in Chief, that the schedule has been released on RAMP. Forward the game code report from the GLRL Scheduler to all regional coaches, managers, and the RIC.
- Throughout the season, coaches will notify the Ice Scheduler when games are cancelled. Ice Scheduler will contact the opposing team's Ice Scheduler and offer three alternative times to reschedule the game.
- Ensure master schedule and the GLRL/WRRL websites are updated with any game reschedules and added practices
- Notify coaches, Referee in Chief and Minor Officials Coordinator of changes or additions to the game schedule
- Book City of Chatham-Kent meeting rooms for monthly board meetings, AGM or Other CRA events as needed
- Attend all CRA Board Meetings and provide reports as appropriate
- Any other tasks that may be assigned by the Board

CHATHAM RINGETTE ASSOCIATION



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