



## Job Description - Ice Scheduler (Voting Position)

**Area of Responsibility:** Coordinate ice times for all CPGHA teams.

**Duties:**

- Be familiar with the CPGHA, OWHA, ODWHA and Hockey Canada By-laws and regulations
- Attend CPGHA executive meetings
- Once teams have been registered, organizes a season long schedule for the respective teams ensuring balance of ice allotment team to team
- Responsible for the acquisition and scheduling of ice time as it relates to try-outs, games, practices, and clinics
- Report any ice purchases to the CPGHA Treasurer
- Work in conjunction with all coaches to ensure available ice is used
- Attend any league scheduling meetings to assist coaching staffs in the scheduling of games
- Ensure a schedule of games and practices is posted on the website
- Responsible for all CPGHA ice scheduling for practices, special events, and tournaments and for communicating all such scheduling to the team managers and others as directed by the Executive
- Responsible for making ice purchases on behalf of, and in the name of the Association, according to the ice purchase objectives set forth by the Executive
- Carry out other duties as assigned by Executive Committee or the Vice President

**Time Commitment:**

Item	Approximate Time Involved
Monthly Board Meetings	3 hours per month
Tryouts and Sort outs	5-8 hours per week
Scheduling of Practices	15 hours per month, 9 months = 135 hours
Emails and conflicts	5-10 hours per month
Rescheduling of practices	5 hours per month