# Ice Scheduler

## Overview:

The Ice Scheduler shall be responsible for the coordination and scheduling of the ice time by Forest Ringette Association teams for all on ice activities. The Ice Scheduler shall coordinate with the President and Board of Directors and negotiate and obtain a fair ice allotment for the Association programs with the Municipality.

## Role and Responsibilities:

* Shall attend all Board meetings and complete and present a monthly report at each board meeting.
* Allocate regular weekly practice ice for the season (with input from coaches and the executive).
* Ice scheduler will submit list of “black out” dates provided to them from the teams specifying when the teams are attending tournaments and the available ice times to the relevant WORL/GLRL and WRRL game schedulers.
* Send the finalized copy of the schedules to the Coaches, Referee in Chief and Coaching Coordinators.
* Coaches are to notify ice scheduler when games are cancelled. He/she will contact the opposing teams ice scheduler and offer three alternative times to reschedule the game.
* Ensure master schedule and the WORL/GLRL/WRRL websites are updated with any game reschedules.
* Notify coaches, Referee in Chief and key volunteer of minor officials of changes to the game schedule.
* The ice scheduler is responsible for maintenance of all scheduling related activities using the association RAMP website.
* Working with the Registrar and Webmaster to ensure teams are created, published to the RAMP site as necessary and creation of ‘teams’ for scheduling purposes.
* Working with the Webmaster to ensure publishing and maintenance of all schedules on the association website.

## Acquisition of Ice from Municipality

* In consultation with the President and Board of Directors, preparing ice requirements for the Association and submitting them to the Municipality of Lambton Shores or any other facilities.
* Ice requirements include but are not limited to regular season practice and play, playoffs, player development, tryouts, summer camps and tournament ice, as well as any other programs the association may run during the year.
* In consultation with the President and the FRA Board of Directors, evaluating the ice allocation as provided and returning and cancelling any surplus ice times within the required two-week cancellation time frame to the Municipality.
* In consultation with the Treasurer, ensures all payments and cancellations for ice allotment are completed and allocated correctly for payment.