



ICE SCHEDULER

The Ice Scheduler is appointed by the Executive Board. This position shall include a mentoring process for future succession. This role is responsible for the management, allocation, and oversight of all SGHA ice times and scheduling logistics for teams and programs. Duties include:

- a. Maintain knowledge of the Constitution, policies, and procedures of the SGHA and OWHA.
- b. Manage all aspects of ice allocation for SGHA teams.
- c. Represent SGHA in negotiations with municipalities and partners on ice rentals.
- d. Receive and verify ice rental contracts from the City of Ottawa and other partners.
- e. Receive, verify, and forward all ice rental invoices to the Director of Finance.
- f. Provide ice times to teams and leagues for scheduling.
- g. Allocate and distribute practice ice to SGHA teams.
- h. Maintain a master schedule of ice times for all teams and development sessions.
- i. Share a copy of the master ice schedule with the SGHA Board as required.
- j. Coordinate additional requests for development ice.
- k. Coordinate with league schedulers (e.g., OWHL) to confirm game ice requirements and support centralized scheduling timelines.
- l. Explore additional opportunities for securing ice rentals.
- m. Communicate clearly with team staff regarding ice assignment processes, expectations, and deadlines.
- n. Track actual ice usage versus assigned ice to identify unused blocks and optimize reallocation or return.
- o. Manage and process requests for ice cancellations, trades, or swaps in accordance with SGHA and municipal policies.
- p. Serve as the Association's primary contact for all matters related to ice scheduling.
- q. Assist in identifying and reserving ice blocks needed for tournaments hosted by the SGHA.
- r. May delegate responsibilities as appropriate.