



JOB DESCRIPTION

Ice Scheduler

Job Title:	Ice Scheduler	Revised Date:	Oct 6, 2025
MHA:	Kerry Park Minor Hockey Association	Term:	Renewal after One Year

Description

This position manages the ice schedule for KPMHA and its teams. The position is not part of the Board of Directors and is non-voting. The position reports to the VP Admin and works closely with the Treasurer, Head Coach, President and VP Ops

Responsibilities

- Be familiar with KPMHA, VIAHA, BC Hockey and Hockey Canada By-laws and regulations
- Attend a KPMHA Ice Allocation meeting in April to determine ice allocation needs for the regular season and playoffs and attend any other ice allocation meetings as necessary throughout the season
- In the spring, receive from the KPMHA Board of Directors the forecasted enrollment and budget for the following season, and the criteria for the approved program to be delivered at each level
- Using the above information, negotiate contracts with Kerry Park Arena and Shawnigan Lake School
- Based on the forecasted enrollment and budget, develop a "master" ice plan as a basis for planning for the following season
- Develop the ice schedule including preseason, rep tryouts, development sessions, and referee clinics, with the assistance of the Board of Directors to fulfill program approved by the Board of Directors. See past seasons as example
- Maintain records of all ice used for regular allotment, ice paid for by teams, parent paid sessions and report important financial information to the VP Admin, Treasurer and Bookkeeper
- Obtain the Development Plan from the Competitive Director in April/May and book development slots/coaches
- Secure ice times for tournaments per the schedules received from the VP Admin
- Works with the VIAHA representative and provides ice slots for Island League and Recreational divisions
- Review VIAHA game schedules and identifies any conflicts
- Post finalized weekly ice schedules to the KPMHA website and sends a copy to all team managers.
- Provide copies of ice schedules to Arena Managers
- If there are unallocated ice times, the Ice Scheduler shall keep them in reserve to allocate out at his/her discretion to make up for schedules most affected by interruptions and conflict games
- Offer unallocated ice times to Managers to purchase, ensuring with the Treasurer that all teams that have budgeted for extra ice get equal opportunity to purchase slots. The Ice Scheduler will notify teams successful in securing slots within 7-10 days, giving teams at least 7 days notice (if able) of their ice slot
- Solicit teams for any Christmas Break or Spring Break ice times they may want to purchase
- Work with other Hockey Canada sanctioned leagues to provide ice where available
- If a Manager is unable to utilize ice that has been allocated, he/she must find a replacement team to take the slot and must notify the Ice Scheduler giving 7 days notice. If a team does not use their assigned ice slot they will be billed at the price determined by the VP Admin/Treasurer
- Review and approve monthly ice and facilities invoices prior to submitting to the Bookkeeper for payment
- Attendance at Manager/Treasurer's Meeting in September

Experience

- Ideal candidate will be very detail oriented, organized, have excellent customer service and time management skills, ability to flex, multitask, handle pressure and be available when conflicts arise and need immediate attention.
- Proficient in MS Excel, MS Word and PDF creator
- Negotiation with external vendors
- Working within a team