

## **Kitchener Ringette Association Ice Scheduler**

### **Overview:**

The Ice Scheduler will work with the GLRL/WRRL representatives, club president, 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:**

- In the spring, work with the City of Kitchener to purchase ice for the regular season, spring tryouts, Springette and the Golden Ring Tournament.
- Allocate regular weekly practice ice for the season (with input from coaches) in September and October
- Submit available ice times for games to the GLRL Scheduler (rep teams) in August and to the WRRL Scheduler (regional teams) in September/October, and again in December. In October, the Ice Scheduler will submit list of “black out” dates provided to them from the regional 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/WRRL representatives. Notify the Director of Communications, Referee in Chief, and Minor Officials Coordinator that the schedule has been released on ramp. Forward the game code report from the WRRL Scheduler to all regional coaches, managers, and the Minor Officials Coordinator.
- 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 Kitchener meeting rooms for monthly board meetings, AGM or Other KRA events as needed
- Attend all KRA Board Meetings and provide reports as appropriate
- Any other tasks that may be assigned by the Board

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune, whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Corporation's articles and By-laws; and
2. Exercised their powers and discharged their duties in accordance with the Act.