



MMHA Roles & Responsibilities

Role: Ice Scheduler

Description:

This role is part of the Mitchell Minor Hockey Association (MMHA) Board of Directors. This role takes responsibility for all aspects of Mitchell Minor Hockey Association (MMHA) bookings and scheduling of games and practice ice. Ice scheduler reports to MMHA President. The Ice Scheduler will support all Board activities and act in a professional and respectful manner.

Qualifications

- Computer literate
- Display characteristics of patience, integrity, self-esteem and tolerance
- Respect in Sport for Activity Leaders certification
- Strong interpersonal and organizational skills

Responsibilities

- Schedule all ice requirements for Mitchell Minor Hockey
- Set up practice schedule and confirm ice slots with Arena Managers and RM of Hanover
- Submit potential game ice slots based on number of teams with Eastman Game scheduler twice a season
- Communicate with managers regarding ice scheduling
- Adjust schedules to accommodate team tournaments, exhibition games, rescheduled games, and other events.
- Provide playoff ice slots to managers
- Provide makeup game ice to managers
- Review ice rental invoices for accuracy
- Communicate weekly to all MMH teams regarding all arena / scheduling progress & issues
- Organize team photo session for MMHA

Time Commitment

- Busy Season ~8-12 hours/week
- On average 1-2 hours/ week

