



INDUS MINOR HOCKEY ASSOCIATION

www.indusminorhockey.ca

Director of Ice Scheduling

The Director of Ice Scheduling is responsible for ensuring adequate ice allotments are provided to each team and will ensure that secured ice times are fully utilized. The Director of Ice Scheduling shall also act as the only liaison between the IMHA and the BVAS (or any other facility that is being utilized) regarding matters of facility usage. The Ice Scheduler shall dispose of any surplus ice only through the BVAS. The Ice Scheduler is a voting member of the Board and is required to attend regularly scheduled meetings.

Responsibilities:

- Participate in the budget discussions to determine the amount of ice required to support each team
- Develop an ice requirement proposal for submission to the BVAS
- Schedule conditioning and evaluation ice times in conjunction with the Director(s) of Hockey Development
- Schedule practice and game times for each team (games to include exhibition, tiering, league, playoffs and provincials in accordance with CAHL/HA requirements)
- Schedule Dryland (off-ice practices) for each team as needed
- Assist with ice slot trades between teams when required
- Return unusable ice slots to the BVAS with required notice
- Secure from the BVAS ice times for sanctioned tournaments
- Maintain accurate records of ice distribution and utilization
- Provide the Board with monthly ice usage statements

Term: 2 years – rotating on odd years