

# Ice Scheduler – Role Description

**Position Title:** Ice Scheduler

**Reports To:** St. Paul Minor Hockey Board / President

## Position Overview

The Ice Scheduler is responsible for planning, organizing, and managing all ice allocations for the St. Paul Minor Hockey Association. This role ensures fair, efficient, and transparent distribution of ice time to support team practices, games, tournaments, and special events throughout the season.

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## Key Relationships

- Board of Directors
- Division Directors / Coordinators
- Team Managers and Coaches
- Arena / Facility Operators
- League Representatives

## Core Responsibilities

- Develop and maintain the master ice schedule for all teams and divisions
- Use the FinnlySport scheduling program to input and manage all teams within the system
- Allocate ice time equitably based on association guidelines and team needs
- Coordinate game and practice schedules in alignment with league requirements
- Communicate schedules, updates, and changes to teams and stakeholders in a timely manner
- Liaise with arena staff regarding ice availability, cancellations, and special requests
- Manage and track unused or returned ice and reassign where possible
- Support tournament and special event scheduling as required
- Ensure scheduling conflicts are minimized and resolved promptly
- Maintain accurate records of ice usage and scheduling adjustments

## Skills & Qualifications

- Strong organizational and time management skills
- Excellent communication and problem-solving abilities
- Ability to work collaboratively with multiple stakeholders
- Experience with scheduling tools or software (preferred)
- Understanding of minor hockey operations (an asset)

## Time Commitment

- Peak involvement during pre-season planning and season start-up
- Ongoing weekly schedule management throughout the hockey season
- Availability to respond to scheduling changes as needed

## Additional Notes

This role is critical to the smooth operation of the association and requires attention to detail, fairness, and flexibility in a fast-paced environment.