

DESCRIPTION OF ICE SCHEDULER DUTIES

At-will position as appointed and voted on by the Board

- Shall be a non-voting member of SMHA **Board of Directors**.
- Shall schedule ice time accordingly for all travel & house teams in conjunction with SMHA budget.
- Shall verify all ice bill invoices for accuracy and submit them for payment **each month** to the Treasurer.
- Shall prepare all team **practice** ice times for the SMHA Website and submit to **all** Directors for distribution.
- Shall prepare a master schedule.
- **Shall coordinate with each team's Head coach/team manager to schedule home games throughout the season.**
- Shall **coordinate with Tournament Director** and schedule and secure ice **for Cabin Fever**, State and/or District playoffs as necessary.
- **Shall coordinate scheduling travel tryouts with Coach Director and Travel Director.**
- Shall coordinate with the Referee-in-Chief **to schedule referees for home games.**
- **Shall coordinate with the Registrar to schedule timekeepers for home games.**
- Shall coordinate payroll requests for referees and timekeepers **to Treasurer bi-weekly.**
- Shall provide to the Board a report of the monthly ice hours used at each board meeting if requested.
- Shall provide reports to SMHA Treasurer as needed.
- **Position is paid, amount is based on approval of yearly budget.**