

Metro East Inferno Female Hockey Association
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Metro East Inferno Female Hockey Association – Ice Scheduler

The role of **Ice Scheduler** reports directly to Vice-President Hockey Operations (EVH) and is appointed by the Executive Board following the Annual General Meeting each season. Interested candidates should contact the President with expressions of interest, before or immediately following the AGM. The **Ice Scheduler** shall be responsible for, but not limited to, the following:

- Negotiating and securing association ice time from local facilities, scheduling said ice time for preseason and evaluations, team games and practices, as well as any and all association programs such as Family Skates, 'First Shift', Tournaments and Player/Coach Clinics for development.
- Projecting how many hours of ice are needed based on forecasted player enrollment and team counts for the upcoming season.
- Working alongside the Vice-President Finance and Board to manage the ice budget, as ice rentals are usually the largest single expense for a minor hockey organization.
- Managing rental contracts with municipal arena management.
- Converting contracts to spreadsheets.
- Creating a well organized master practice schedule for all divisions, uploading to GrayJay. Proposed schedules should be submitted to the VP Hockey Operations for approval.
- Working with the Female Council of HNS committee to schedule games in each division.
- Uploading games to GrayJay and notifying the RIC when scheduling game officials (referees and timekeepers) is required, especially when last minute changes have to be made.
- Working closely with team managers, coaching staff, and other associations to swiftly reschedule postponed games, navigate tournament conflicts, and balance practice-to-game ratios.
- Implementing/managing a system to buy/sell/trade surplus ice.
- Monitoring and tracking all ice usage, managing cancellations, trades, or returns to the arenas within required penalty-free windows.
- Uploading and maintaining up-to-date master schedules in GrayJay.
- Reviewing facility and referee invoices, ensuring billing accuracy before forwarding to VPF.
- Generating periodic ice usage reports for the executive board to evaluate.
- Attending all Board Meetings (monthly) and Special Meetings (i.e. AGM).
- Administering and upholding the applicable policies and procedures of the Association.
- Reporting progress, results and concerns to the Board.