



## TECUMSEH SHORLINE MINOR HOCKEY ASSOCIATION

<b>Contract Position:</b>	<b>Master Ice Scheduler and Referee Assignor for Travel</b>		
<b>Stipend:</b>	\$6000/year Paid Monthly	<b>Breakdown: 15% holdback payable for delivery of Ice Scheduler Manual</b>	
<b>Position Type:</b>	Contract (renew annually)	<b>Travel Required:</b>	Yes
<b>TSMHA Contact:</b>	President	<b>E-mail: president@tsmha.net</b>	
<b>Applications Accepted By: Tecumseh Shoreline Minor Hockey Board of Directors</b>			
<p><b>Job Purpose:</b></p> <p>Maximizes return on ice scheduling events for TSMHA by controlling all on ice activities, including but not limited to scheduling of all events (clinics, ice times for both travel and house league).</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• <b>To act in the best interest of Tecumseh-Shoreline Minor Hockey Minor Hockey</b></li> <li>• To ensure that all TSMHA practices, games, tournaments and clinics requiring ice are scheduled in a timely fashion and without prejudice or bias</li> <li>• To ensure all schedules are posted and updated via the online process on TSMHA.net in a timely manner</li> <li>• Participate in the TSMHA budget planning process; review ice projections by level and special need and provide ice figures for the coming season</li> <li>• Liaise with the Town of Tecumseh and TSMHA Board of Members to coordinate ice needs and availability for the upcoming hockey season</li> <li>• Work with the TSMHA representatives to schedule development camps, schedule dates and ice time for tryout and placement skates, and all associated clinics</li> <li>• Prepare and manage the master ice schedule for TSMHA; allocate practice and game slots for each team, ensuring that all levels and teams have equal opportunity to schedule budgeted ice allocation</li> <li>• Identify and provide game dates and ice times to the Bluewater and OMHA league schedulers for each level as required</li> <li>• Make adjustments to and reschedule all necessary ice time due to cancellation or schedule conflicts throughout the season to ensure that all teams are reasonably treated</li> <li>• Supply updated weekly ice schedule to teams, Timekeeper Scheduler, Statistician and Tecumseh Arena Staff for posting.</li> <li>• Schedules Referees according to the requirements set forth by the OMHA and TSMHA</li> <li>• Facilitate the transfer, sale or return of any unused ice for which TSMHA has committed to pay, back to the Town of Tecumseh</li> <li>• Allocate required ice for provincial/playoff games as required and adjust the TSMHA Ice Schedule as required in a fair and reasonable manner.</li> <li>• Identify and report to the President any potential conflicts between community activities and ice scheduling.</li> <li>• Review monthly ice invoices including usage for accounting purposes with the Treasurer and verification that returns are reflected in the invoices.</li> <li>• Submits monthly to the President of TSMHA in advance of scheduled board meetings the following in prescribed form: <ul style="list-style-type: none"> <li>○ Ice usage hours by week broken down by House League division, Travel Team, and Clinics</li> <li>○ Highlight any unused ice for which TSMHA was unable to transfer back to the town or Teams did not utilize</li> </ul> </li> </ul>			



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- Must have Internet access and cell phone capabilities at own expense and the ability to make contact at arenas or TSMHA on a daily basis.
- Must have alternate delegate in place in case of emergency contact or situation and provide mentorship training.
- Contributes to team effort by accomplishing related results as needed.

### Skills/Qualifications:

- Managing Processes, Developing Standards, Audit,
- Accounting for ice time, Tracking Budget Expenses, Analyzing Information , Performance Management
- Problem Solving, Supply Management, Inventory Control, Verbal Communication

Accepted By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	