



# CALEDON MINOR HOCKEY ASSOCIATION

**Job Title:** Ice Scheduler - Caledon Minor Hockey Association (CMHA)

**Reports To:** CMHA President/Executive

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## Job Summary:

The Hockey Scheduler is responsible for planning, coordinating, and maintaining the master schedule for all hockey-related activities within the organization. This includes ice time allocation for practices, games, tournaments, team travel, and coordination with venues, officials, and league partners. The ideal candidate is detail-oriented, highly organized, and thrives in a fast-paced sports environment.

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## Key Responsibilities:

- Negotiate on behalf of CMHA for the procurement of ice time from local and surrounding facilities.
  - Develop and maintain the master schedule for all teams across the organization.
  - Coordinate with leagues, teams, and venues to schedule home and away games.
  - Book and manage ice time in accordance with team needs and availability.
  - Collaborate with coaches, managers, to ensure schedule alignment and communication.
  - Validate ice contract invoices and submit reports for billing.
  - Coordinate with referee and timekeeper schedulers to ensure appropriate game coverage.
  - Track schedule changes and communicate updates promptly to all stakeholders.
  - Manage and resolve scheduling conflicts quickly and efficiently.
  - Maintain scheduling software and tools; ensure data accuracy and integrity.
  - Provide regular reports and updates to the CMHA board as needed.
  - Assist with scheduling for tournaments, tryouts, and special events.
  - Attend York Simcoe Minor Hockey (YSMHL) and CMHA meetings as needed.
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## Qualifications:

- Experience working within a hockey organization or arena environment.
- Previous experience in scheduling, preferably in hockey or ice sports.
- Strong knowledge of hockey league structures, game rules, and tournament formats.
- Proficient in scheduling software and tools (e.g., TeamSnap, SportsEngine, Excel).
- Excellent organizational and time management skills.
- Strong communication skills and ability to work collaboratively with various stakeholders.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Detail-oriented with strong problem-solving capabilities.
- Strong understanding of facility operations and resource allocation

