



**Submission Deadline: March 30<sup>th</sup>, 2023**

### **Ice Scheduler for Representative League for the 2023-24 and 2024-25 Season**

The position would involve scheduling practices and games for our rep teams during the 2023-24 and 2024-25 seasons.

Responsibilities include:

- Attending the scheduling meetings for each team, and working with coaches to create their season schedules.
- Scheduling each round of playoffs (OMHA and Lakeshore League)
- Working with Office Administration and the Board of Director's to schedule practice ice sessions, and development sessions for rep teams (Outside of regular practices)
- Reschedule games that are impacted as a result of cancellation

If travel is required for scheduling meetings, mileage and a meal per diem will be provided, as per BMHA policy.

Compensation will be provided on a per team basis- \$250 per rep team for the regular season + \$30 per round for playoffs (per team scheduled).

Interested applicants should possess sound computer skills, be able to learn scheduling applications quickly and effectively. They should also be team players who complete work by specified deadlines and take initiative to solve problems without requiring extra support from the Board of Directors.

If you are interested, please send a letter expressing your interest, with a list of skills, capabilities and relevant experience to: [office@bellevilleminorhockey.ca](mailto:office@bellevilleminorhockey.ca)

Thank you  
BMHA Board of Directors

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*"To keep our kids out of hot water... put them on ice"*