

CORA Ice Scheduler

CORA is recruiting an ice scheduler for the upcoming 2009/2010 season. The ice scheduler is considered a very important role in our ringette association. In recognition of the importance of association ice management, CORA is offering a \$1000 annual honorarium for the person selected as ice scheduler. The person selected for this role must have a vested interest in the CORA association and includes a seat on the CORA executive.

Role and Responsibility

The main goal is to provide ice equitably, within budget, to all CORA teams in a transparent, predictable manner. The key functions include...

- Work with the City and private providers (e.g. U of O, Carleton University, Minto) to secure sufficient ice for CORA's needs
- Provide ice to the various leagues in a timely manner for games schedules to be drawn up. This includes ice for the Open AAs, LERQ (Tween, Junior and Belle AA teams playing on the Quebec league) as well as the local NCRRL league.
- Track ice usage by team so as to ensure allocation fits within the respective teams' budget and that any excess ice usage is appropriately charged back to the teams.
- Ensure that City ice is managed prudently to avoid unused sessions which costs the Association as well as causes the City to re-consider CORA's allotment. This requires careful monitor or allocation the return rules that the City has that allows CORA to give back ice without being charged.
- Provide guidance to teams on how ice is allocated - especially important for 'new' team staff.
- Provide practice schedules to the webmaster for posting on the CORA website on an as needed basis.
- Provide alternate game dates for handling schedule changes per NCRRL rules
- Adjust practices schedules to reflect tournament and weather game changes
- Prepare a monthly 'amount owing' for each City ice pad during the last week of the month and sent to the CORA treasurer for payment
- Work with other ringette associations to help with ice shortages - typically due to tournaments

Typical yearly calendar for the coming season:

- April the ice request to the City must be prepared for next season (including tournament) and that the deadline is usually May 1st (to submit to City)
- March - secure ice for AA tryouts at end of August
- June - attend a City sponsored year-end review
- July - get draft permits from the City for the coming year
- July - attend a trading session organized by the City to shift ice between users
- August - draft the tryout schedule for rest of the teams
- September - provide ice for OAA schedule
- September - provide ice for LERQ schedule that reflects OAA usage
- September - get tournaments that teams intend to participate in
- September - provide ice and tournament participation for NCRRL schedule (earlier than previous year and maybe done in two phases) that reflects LERQ usage
- September - meet with teams at the coaches' meeting to explain ice allocation and get team budgets
- October - create practice schedule through December that reflects NCRRL usage
- December - provide NCRRL and tournament participation with ice for second half schedule

- December - create practice schedule for second half that reflects NCRRL usage
- February - provide NCRRL ice for playoffs and return unallocated ice to City
- March - create March practice schedule reflecting NCRRL playoff ice; update based on teams' successes in advancing

Requirements

- Must have access to the internet and be comfortable using email
- Must have access to a fax machine or a scanner to return contract amendments to the City
- Must be accessible to City staff during the normal working hours Monday to Friday
- While it is possible to track and assign ice manually using pen and paper it is recommended that Excel be used (a template can be provided) so some light experience with Excel is useful

Please contact the Scott Thompson, CORA President (thompson_ottawa@sympatico.ca) for inquiries and application for CORA Ice Scheduler.