



Newmarket & District Ringette Association

Job Description

Scheduler

The position of Scheduler is to prepare the schedule for all Newmarket & District Ringette Association teams including practice ice as well as home and away games. Other responsibilities include the following:

- Attend two Central Region Ringette meeting for Schedulers (one in later September or early October, the second one in later December or early February). This provides the other associations that we play against our ice time available for games, dates of tournaments, and the ages groups that we will have competing from Newmarket.
- Work closely with the “Referee-In-Chief” to ensure that all home game referees are available as required.
- Work closely with the “Coach and Player Development” member as he/she will distribute the schedules and any schedule changes to the teams.
- Communicate with Newmarket coaches any concerns regarding the schedule and assist with changes that need to be made.
- The Central Region Scheduling is all done using a scheduling program. Therefore the entire game schedule is done by Central Region. Once it is done it is then sent to our association Scheduler by e-mail to review to ensure that everything looks fine for our teams.
- Once the game schedule is complete the remaining ice time available is distributed as evenly as possible among all of the Newmarket teams for practices and exhibition games.
- Attend all meetings of the Association’s Executive Committee. This also includes, but is not limited to the following:
 - Monthly Board meetings
 - Annual General Meeting
 - Silent Auction and Dance

Average Monthly Time Commitment = 5 hours (Peak months Oct and Jan)