

Master Ice Scheduler Opening

The Yellowjackets Executive Board of Directors is looking to appoint a volunteer Master Ice Scheduler.

The term is two years. (2010 - 2012)

The Master Ice Scheduler will be elected by vote by the Executive Board of Directors and is required to serve a two-year term on the Yellowjackets Board of Directors.

Anyone interested in volunteering for this position should submit their interest in a brief summary to Jason Herbster, President no later than February 15, 2010.

Jason's contact information is:

jason.herbster@firewagonhockey.com

The Master Ice Scheduler Responsibilities

- Act as point of contact for scheduling Yellowjackets ice activities with the Crystal Ice House, Northern Illinois Hockey League and the Northwest Hockey League.
- Meet with the designated representative of the Crystal Ice House to obtain ice times available for Yellowjackets use based on its contractual agreement. The frequency of these meetings will be dependent on the ability of the Crystal Ice House to define future available ice.
- Negotiate ice times in the best interest of the Yellowjackets.
- Understand and operate in accordance with the Yellowjackets' "ice contract" with the Crystal Ice House.
- Work with the Scheduling Committee (President, Vice President, Treasurer & Executive Board of Directors) to establish a detailed plan and set of scheduling criteria to follow for the upcoming season. The plan and criteria must be in accordance with the scope of the Yellowjackets' annual budget.
- Develop an ice usage schedule based on the available ice times and request for the schedule period. This schedule will include Yellowjackets games, practices, clinics and tournaments.
- Provide a draft schedule to the Scheduling Committee for review, prior to distribution.
- Allocate ice equitably between the various Yellowjackets teams and developmental programs per the clubs annual budget.
- Coordinate the ice re-allocation when its determined that a team cannot use their scheduled ice. Team managers are expected to notify the Master Ice Scheduler as soon as possible if scheduled ice will not be used to allow the Scheduler and the Club the opportunity to find others that can use the ice, or work with the Ice House to return the ice, minimizing cost to the club.
- Assist the Yellowjackets' Treasurer with reviewing invoices submitted for ice usage and reconcile improper ice charges with the representative of the Ice House.
- Attend all the Northern Illinois Hockey League and Northwest Hockey League scheduling meetings.
- Attend FireWagon Hockey Board of Director Meetings.