

# Travel Scheduler

Term: **2 YEARS**

## **Experience Requirements**

- Basic Computer Knowledge – Internet, MS Office
- BRDMHA Constitution, Bylaws

## **Responsibilities**

1. Responsible for the purchasing and scheduling of all ice time as it relates to the operation of the association. Which would include, Tryouts, games, practices, clinics.
2. Will organize a season long schedule for all travel teams in their respective leagues assuring a balance of ice allotment.
3. Attend any league scheduling meetings to assist coaching staffs in the scheduling of their games.
4. Update Master Schedule following scheduling meeting to assure teams tournaments and leagues game do not conflict with any games and tournaments.
5. Work with Travel Director during OMHA playdowns and League playoffs to ensure fulfillment of contracted games while maintain teams practice schedules.
6. Negotiate Ice Contract with the Town of Lakeshore
7. Act as director at Large, and assist other directors with various other areas of the association when needed.
8. Provide monthly and annual report to BRDMHA Executive during our Monthly and Annual General Meeting
9. Attend all monthly board meetings including Semi and or Annual general meeting as scheduled.
10. Position shall be a two year term elected in even number years.