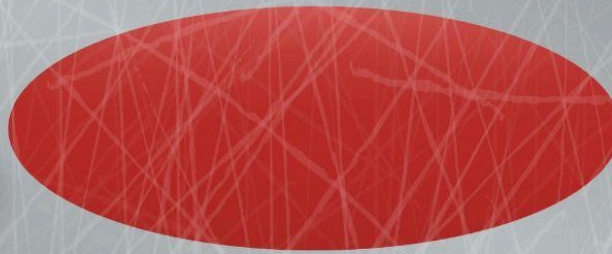


Ice Scheduler

Issued: 04/14/2025

FRAMINGHAM YOUTH HOCKEY

HOME OF THE JR.FLYERS & LADY FLYERS



Framingham Youth Hockey Program

P.O. Box 2391
Framingham, MA 01703
fyhp.bod@gmail.com

Framingham Youth Hockey (FYHP) is seeking an individual to fulfill the role of Ice Scheduler. The primary responsibility is to allocate FYHP direct contract ice consistent with program study and in a manner that maximizes value to FYHP families. Please review the responsibilities and qualifications below, and email fyhp.bod@gmail.com to express interest.

Responsibilities

- Attend monthly Board of Directors meetings (10 months out of the year).
- Participate in 1 or more program committees during the season (e.g., Fundraising, Growth and Retention, Tryout, etc.).
- Plan and allocate practice time and skills sessions per program study.
- Maintain a season long schedule in an electronic format that is easily audited.
- Create the practice schedule.
 - The practice schedule for Monday-Friday will be “set” to the max extent practical. Due to variability in the weekly available ice, especially during the High School and College Hockey seasons, different “set” schedules may be used during fall (before Thanksgiving), winter (during HS/College seasons) and spring (post HS/College season) periods.
 - A minimum of 4-6 weeks of “preliminary” schedule should be posted and available throughout the season. The “preliminary” schedule will be subject to change when league schedules are not available.
- Interface with FYHP League reps, Team Coaches and Team managers to identify scheduling conflicts and the Ice Scheduler will attempt to facilitate resolution of scheduling conflicts. Team representatives (coaches or manager) will ensure conflicts are communicated as soon as practical.
- Ensure that early AM and late PM ice time is fairly distributed and tracked for all age groups.
- Ensure that “turn-arounds” (late evening followed by early morning events) and game-day practices are minimized to the max extent possible.
- Support the coordination of special ice time events such Try Hockey For Free, Bruins Academy, State Tournaments, Tryouts, etc.
- Provide input to program study regarding current and prior year ice usage.
- Typical time commitment: 6-8 hours per month, with occasional surges at busier times (e.g. preseason to set the M-F schedule and prior to tryouts/playoffs).
- This is a voting board position.

Qualifications

- Off-ice volunteer USA Hockey number for current season.
- Clear CORI and complete Safesport training.
- Ability to work with spreadsheets.
- Must be self-motivated and have great attention to detail