



Voting Member: No



Reporting Manager:
Operations Director



TERM: 1 Year

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

POSITION OVERVIEW

The Ice Manager is responsible for ensuring adequate ice allotments are provided to each team and that secured ice times are fully utilized. The Ice Manager shall dispose of any surplus ice only through the CRCA. The Ice Manager is a non-voting member of the Board and is required to attend regularly scheduled meetings.

GENERAL DUTIES / KEY RESPONSIBILITIES

- Responsible for the development of an ice requirement proposal for submission to the CRCA within defined timelines (April) for upcoming Hockey Season
- Research and contact other ice facilities starting in April if expected that ice is will not available from CRCA.
- Coordinate and schedule the CMHA Hockey Evaluation ice in partnership with the CRCA and the Operations Director, including conditioning, skills and game ice.
- Once teams have been registered, organizes a season-long schedule for the respective teams ensuring balance of ice allotment team to team
- Participate in the budget discussions to determine the amount of ice required to support each team
- Responsible for the acquisition and scheduling of ice time as it relates to try-outs, games, practices, and clinics Report and analyze the ice purchases to the CMHA Treasurer
- Define a structured schedule for practice and game times for each team/division. Games include exhibition, league, playoffs and provincials in accordance with CAHL requirements
- Work in conjunction with all coaches and managers to ensure available ice is used and return unusable ice slots to the CRCA with reasonable notice (~30 days)
- Secure from the CRCA ice times for sanctioned tournaments (typically August before the season)
- Ensure a schedule of games and practices is posted on the website and with CRCA
- Maintain accurate records of ice distribution and utilization. Ensure a schedule of games and practices is posted on the website
- Provide CMHA Board of Directors with monthly ice usage statements
- Carry out other duties as assigned by Executive Committee or the Vice President

Position Description Review Date: May 29, 2022

Board Approved (Y)