



DIRECTOR JOB DESCRIPTION

ICE MANAGEMENT DIRECTOR

Job Title:	3. Ice Management Director	Revised Date:	April 09, 2018
MHA:	Kerry Park Minor Hockey Association	Term:	Two Years

Description

The Ice Management Director is responsible for ice coordination for all divisions of the Association in a fair and equitable manner and in alignment with the Policies and Procedures.

Key Accountabilities

- Responsible to administer and liaise with recreation arena/ice managers regarding ice requirements for the Association and will work with them to manage the day-to day dynamics for ensuring ice is provided to Divisions and teams as per budgets and the Policies and Procedures.
- Collaborates with the arena representative in the spring to communicate the ice requirements for the coming season.
- Leads the negotiations and bargaining with ice arenas for ice contracts/agreements to maximize required ice usage and minimize ice costs.
- Ice schedules Island league requirements as per VIAHA and provincial requirements as per BC Hockey.
- Provides copies of ice schedules to the Marketing/Communications Director to post on the website.
- Communicates with all team managers in regards to proper scheduling when teams are away at games and/or tournaments.
- Attends the Managers meeting at the beginning of the season.
- Assists teams hosting tournaments to allocate ice necessary as approved by the Board of Directors.
- Reports to the Directors the allotted amount of ice each team has received and a comparison to the budgeted amounts on a monthly basis.
- Determines the annual ice charge and budget for ice times in alignment with contract and charge-out rates.
- Provides time ice allocations to the Treasurer/Finance Director for billing purposes.
- Attends Director Meetings and prepares monthly Ice Management reports for Director Meetings.
- Develops ice schedules for development sessions for coaches and referees with the Head Coach/Competitive Coordinator and Referee-in-Chief, respectively.
- Ice schedules Association events including annual team photos and recognition nights.

Experience

Strong organizational and time management skills are an asset.

Typical Committees

Player/Goalie Development Committee; Budgeting Committee