



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: ICE ALLOCATOR FUNCTIONS

POLICY #: 1607

Created: May 24, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Ice Allocator of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA Ice Allocator.

3.0 Terms

Ice Allocator – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. The Ice Allocator's duty is to supply FSRA teams with practice and competition ice in collaboration Zone 5 Ringette and the city of Fort Saskatchewan.

Ice Users Meeting – A meeting among minor sport associations that use the ice in Fort Saskatchewan. The city provides usable ice and ensures that it is allocated appropriately between minor sport organizations.

FSRA Webmaster – An assigned volunteer position held by an FSRA member. He or she is responsible for managing and maintaining the FSRA website and monitoring Executive Board email accounts.

4.0 Policy

- 4.1 The Ice Allocator is responsible for supplying the FSRA webmaster with current practice and game schedules to be posted on the website.
- 4.2 The Ice Allocator must work together with the President to plan for the requirements of the next season and notify the City of Fort Saskatchewan before the first Ice Users Meeting occurs. The Ice Allocator must attend this meeting to negotiate for the ice needed next season.
- 4.3 The Ice Allocator is responsible for allocating available ice time as set out in the Ice Allocation Policies (#5100-5700).



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- 4.4 The Ice Allocator must administer the ice to reduce the city levies and administration fees for any notified ice cancellations, as well as the full charge for cancellations without notification.
- 4.5 The Ice Allocator must also maintain contact with the Fort Saskatchewan bookings in order to stay aware of any surplus ice that has become available.
- 4.6 Ice Allocator shall review ice invoices with the FSRA Treasurer from the City of Fort Saskatchewan to ensure accurate billing.