



DIRECTOR JOB DESCRIPTION

ICE MANAGEMENT DIRECTOR

Job Title:	Ice Management Director	Revised Date:	April 8, 2019
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 Administrator/Secretary 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 and any team treasurer's meetings..
- 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.
- Determines the annual ice charge and budget for ice times in alignment with contract and charge-out rates.
- Provides team ice purchases to the Treasurer/Finance Director for billing purposes and signs off on correct ice bills before they are paid.
- Works with Administrator/Secretary and Competitive/Development Director on scheduling any development sessions.
- Prepares preseason ice schedules and try outs before the end of the school year, so families can plan for their summer.
- Works with the Admin/Secretary on providing ice times for Association events including annual team photos and recognition nights.
- Attends Director Meetings and prepares monthly Ice Management reports for Director Meetings.

Experience

Strong organizational and time management skills are an asset. Must be proficient using Excel.

Typical Committees

Player/Goalie Development Committee; Budgeting Committee