



POSITION DESCRIPTION

Position Title: Ice Allocator

Accountable to: President, VP Development, VP Operations

Term: 1 Year (appointed annually by SMHA Executive Committee)

Honorarium: \$7,500 annually

Purpose / Summary: Coordinates all ice scheduling for Stettler Minor Hockey Association (SMHA), ensuring efficient allocation of ice to support the operational needs of SMHA programs and teams.

KEY RESPONSIBILITIES

- Coordinate and book ice required for SMHA programming including: practices; pre-season, regular season and playoff games; tournament bookings; and development clinics.
- Manage ice schedules with efficiency (minimizing unused ice) and fairness across SMHA divisions / teams.
- Act as the primary contact with the Stettler Recreation Centre (SRC) to communicate SMHA scheduling needs and resolve any conflicts or ice-related concerns.
- Develop season practice schedule and manage any ice exchanges or cancellations.
- Allocate game ice to CAHL and RMFHL League Coordinators.
- Support SMHA home tournament game scheduling.
- Source ice availability outside of SRC when necessary (ie. Big Valley Arena).
- Liaise with the SMHA Referee Allocator to ensure all games will be coordinated with Officials.
- Communicate regularly with the SMHA Treasurer to ensure accurate ice billing and tracking.

REQUIRED TIME COMMITMENT

- Approximately 10 hours per week, with commitment increased during pre-season and playoffs.
- Timely communication with Stettler Rec Centre, SMHA Board, teams and associated leagues (CAHL / RMFHL) through email, phone and text.
- Attend monthly SMHA Board meetings and provide updates on scheduling/ice allocation matters.

QUALIFICATIONS & COMPETENCIES

- Strong communication and organizational skills.
- Keen attention to detail.
- Computer proficiency, including email, Word and Excel.
- Reliable access to a computer and internet connection.
- Knowledge of SMHA operations, policies and procedures is considered an asset, along with familiarity of Hockey Alberta and Hockey Canada programming.