



POSITION DESCRIPTION

Position Title: Ice Allocator

Accountable To: President, VP Development, VP Operations

Purpose/Summary: The Ice Allocator helps provide Stettler Minor Hockey a harmonized method of communication with the Stettler Rec Center. This includes equitable distribution of ice to all teams involved with Stettler Minor Hockey. This position is appointed on an annual basis.

RESPONSIBILITIES

- Is responsible for securing all ice required for Stettler Minor Hockey and ensuring it is utilized appropriately to minimize unused ice.
- Communicates the needs of SMHA with the Stettler Rec Center, while adhering to SRC requirements.
- Regularly consults with the SRC to determine and resolve any scheduling problems.
- Communicates with the Treasurer to ensure accurate billing for ice used by SMHA.
- Works with all teams involved with Stettler Minor Hockey to ensure their games/practices/tournaments are appropriately scheduled.
- Will allocate game ice to the respective League Coordinators.
- Will be responsible for scheduling all pre-season, regular season and playoff games.
- Will be responsible for scheduling practice time, exchanges of practice ice and cancellation of practice ice.
- Acts as a liaison with the Stettler Referee Assignor to ensure all games will be coordinated with Officials
- Attends all Board Meetings.

REQUIRED TIME COMMITMENT

- Phone calls, emails and texts with Stettler Rec Centre, Stettler Minor Hockey Board, Stettler Minor Hockey Teams and the Leagues the teams play in.
- Approximately 10 hours a week. This time is increased during Pre-season and Playoff times.
- Attending monthly Board meetings
- Preparing reports for meetings.

QUALIFICATIONS & COMPETENCIES

- Being familiar with SMHA Policies and Procedures.
- Past experience and knowledge of hockey protocols.
- The ability to communicate effectively.
- Attention to detail.
- Competent with computer programs such as Excel and Word.
- The ability to commit to regular meetings.