

ICE ALLOCATOR ROLE DESCRIPTION - ST. ALBERT MINOR HOCKEY ASSOCIATION (SAMHA)

The Ice Allocator is responsible for providing leadership and support to St. Albert Minor Hockey Association in all areas of Ice Management.

Key Objectives:

- The procurement of ice from local facilities to support the operation of SAMHA and SARHC
- The allocation of ice for SAMHA and SARHC
- Maintaining a positive relationship with the management of ice facilities, officials and key stakeholders

The Ice Allocator reports to the Executive Director and works closely with the Administrator, Registrar, and Board of Directors to support SAMHA's culture, strategy and objectives.

DUTIES AND RESPONSIBILITIES

Ice Contract Management

- Represents SAMHA at all City of St. Albert Minor Sports Partner meetings and negotiates ice changes with other minor sports groups
- Advocate for increased access to ice
- Creates a positive relationship with facility partners
- Responsible for reviewing the no-show report provided by facilities
- Acts as the first point of contact for all code of conduct issues between coaches and city employees



- Submits the SAMHA master schedule weekly to facilities for rink board use and dressing room assignments

- Receives invoices from vendors and checks for accuracy

Ice Management and Allocation

- Ongoing day to day maintenance of ice allocations

- Is available to facilitate trades with other sports partners and returns unused ice when necessary

- Is available to assist with extra ice requests

- Is proactive to look for exclusions, conflicts and exceptions

- Facilitates any unexpected last-minute ice disruptions and is prepared for emergency planning (ie, power failure, weather concerns etc.)

- Responsible for communicating all practice ice allocations to stakeholders

Leagues

- o Collaborates with all leagues to supply home game ice at the start of the season and midway, for Regular season play

- o Collaborates with all league to supply home game ice for Provincials and playoffs

- o Attends League meetings when required

- o Verifies schedule to identify discrepancies and or potential conflicts

- o Acts as the first point of contact for any facility or scheduling concerns from the League

- o Facilitates requests to reschedule games when needed

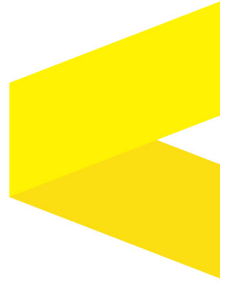


Programs

- o Determines the best allotment of ice and develops schedules for all SAMHA and SARHC programs
- o Determines annual spring/summer ice needs and requests ice for all spring and summer clinic and evaluation sessions
- o Facilitates coach rental requests for all additional ice contracts
- o Manages ice for sale webpage; inputting ice surpluses online and confirms bookings
- o Administers all outdoor ice contracts
- o Schedules and supplies ice and additional resources for SAMHA sponsored tournaments, various regional/provincial tournaments, and special events

Additional Tasks

- Invoices all ice and facility rentals on a weekly, monthly or bi yearly basis
- Invoices all teams with “contract” ice and books individual practice sessions as space allows
- Determines annual ice needs by division and reports this information to the Executive Director
- Develops and presents recommendations for policy changes regarding ice allocation; - Recommends overall program and policy changes to the Executive Director or VP of Hockey Operations when identified
- Creates ad-hoc reports relating to ice allocation for the Executive Director, President, and Treasurer
- When required, attends meetings and reports on all matters relating to ice allocation
- Attends the SAMHA Annual General Meeting and supplies a report as directed within the SAMHA Bylaws
- Develops and books additional facility requirements for Association activities



ANNUAL CALENDAR

Spring

- Meet with facility partners
- Work with Executive Director to determine future ice needs
- Work with Executive Director and Finance Committee to develop overall ice budget

Late Spring - Early Summer

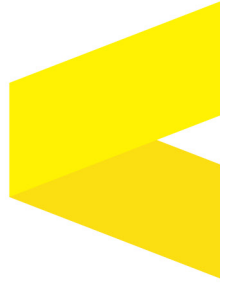
- Collaborates with the Executive Director to build divisional schedules
- Assigns ice for evaluation schedules
- Begin to create a master ice schedule and assign ice to Elite teams
- Assign ice to in-season development programs
- Review contracts for exclusions

Late Summer/Fall

- Assign practice ice to teams
- Communicate ice schedules to stakeholders
- Supply ice to all Leagues for home games
- Manage schedule conflicts
- Develop schedules for special events and tournaments

Late Fall

- Prepare billings to charge to teams



- Supply Leagues with a second round of home game ice
- Assign practice ice to teams

Winter

- Prepare next round of billings
- Playoff Schedules released
- Start the budget process for next season
- Prepare final ice report and recommendations