

CATEGORY: Organizational Structure	LAST REVIEW: 2025
POLICY NUMBER: 3.15	DATE APPROVED: May 29, 2025
TITLE: Position Description for the Director, Ice Time Management	
PURPOSE: Subject to the powers and duties defined in the By-Laws, the following outlines the responsibilities of this position.	
RELATED GUIDELINES/DOCUMENTS: 3.0 Organizational Structure CCMHA By-Laws Ice Time Allocation Policy	

## 1. DUTIES

- Ensures the Division Coordinators and coaches receive electronic copies of game schedules and practices in a timely manner.
- Responsible for all phone calls and emails pertaining to ice.
- Will exercise best efforts to minimize the amount of "burnt ice" by attempting to place it with another team.
- Responsible for obtaining and contracting extra ice as required.
- Attends ice allocation meetings as required.
- Exercises best efforts to balance unfavourable ice times vs. favourable ice times amongst teams.
- Exercises best efforts to balance ice times amongst teams
- Maintain an ice time log in excel or other similar spreadsheet listing the date, team, rink start and end time.

## 2. DESIRABLE ASSETS

- Commitment to the Association Vision, Mission and Values
- Ability to meet personal commitments and agreed upon deadlines
- Good communication and Interpersonal Skills
- Working knowledge of Microsoft Word and Excel.

## 3. TIME COMMITMENT

- Approximately three (3) hours per week during the hockey season.
- Limited time demands during the remainder of the year.

## 4. REVIEW

The Policy will be reviewed by Cumberland County Minor Hockey on an annual basis.