



Leaside Hockey Association (LHA)

VP Ice



Role Title:	VP Ice
Position:	Director - LHA Board of Directors
Reports To:	LHA President
By Appointment:	AGM June 2024, Invited Guest prior
Term:	3 years; Volunteer Position

Role Description

The VP Ice is responsible for organizing and managing the procurement of ice for all LHA programs, as well as managing its efficient use and allocation within the LHA.

As a member of the LHA Board of Directors (BOD), VP Ice is a representative of the general hockey public, working in the best interest of the LHA. The VP Ice will attend monthly Board meetings to provide status and to provide/seek input and direction to/from the BOD, related to the area of responsibility as defined within this role description following.

Duties and Responsibilities

1. Organizing – *Modify an efficient, effective framework, review/update hierarchies, tasks allocated, systems and processes.*

- Determine all LHA programs' ice requirements and create a detailed summary.
- Arrange for procurement of ice for all LHA programs for the current and subsequent LHA season, based on deadline dates.
- Maximize exclusion dates/times in ice contracts to correspond with the LHA season's programs and National/School Holidays.
- Budget annual ice needs for each of the LHA's hockey programs and submit detailed summary to BOD for review and approval.
- Submit annual application to the City of Toronto for subsequent season's ice allocation.
- Submit annual ice requests to Leaside Memorial Community Gardens' (LMCG) Board of Management, per deadline dates.
- Negotiate, Renew and/or Acquire ice contracts on an annual basis with all public and private arenas.
- Acquire increased ice allocations with arenas closest to LMCG and decrease ice allocations at arenas furthest from LMCG.
- Reduce private ice contracted (due to expensive rates) and increase city ice contracted by negotiating with the City of Toronto for procurement of any unallocated ice, when available, with consideration given to travel distances from LMCG.
- Propose recommendations to BOD with respect to maximizing the efficiency of all LHA ice and its best use allocation while mitigating cost, availability, needs, options, administration, and 'waste' due to team game conflicts.
- Ensure maximum LMCG ice is procured for all LHA Programs, including Evaluations, Competitive Game Ice and for LIT.
- Collaborate and confirm with VP Tournament all LIT ice needs and costs and procure ice accordingly.
- Collaborate with LHA Treasurer, GM GTHL, VP Select, VP HL, LHA Coordinators & Teams to allocate ice, costs, and recoveries.
- Create a monthly GTHL, NYHL and CDS Game Ice schedule with recovery costs and dates/times included/excluded.

2. Managing – *Ensure efficient and best use allocation, and disposition of ice among LHA programs and teams.*

- Collaborate with the BOD, LHA teams, LMCG and all other arenas, GTHL, NYHL, CDS to discuss/confirm all details, regularly.
- Allocate ice date/times/costs on an annual basis to all LHA's hockey programs and teams.
- Monitor/Report on ice utilization, LHA Teams' secondary ice allocation, make recommendations for improvements to BOD.
- Determine best use of LMCG ice and allocate accordingly to all LHA programs, ensuring all have maximum access to LMCG ice.
- Collaborate with LMCG and its main user groups (TLGHA and LSC) to further accomplish the preceding goal to benefit all.
- Administer the LHA ice portal, track use, allocate and re-allocate any available ice on a weekly basis to/from LHA's teams and/or other LMCG main user groups, maintain records, provide summary to LHA Treasurer for cost reconciliation to/from teams.
- Allocate game ice for GTHL, NYHL and CDS programs, provide confirmation, details, invoicing schedule, amounts, and exclusion dates to each respective League contact and the LHA Treasurer.
- Allocate LIT ice and manage excess/shortage issues to mitigate cost and maximize utilization.

3. Execution – *Ice Contracts, Payment Schedules, Invoices, Financial Review.*

- Execute contracts for ice in compliance with Hockey Canada and GTHL insurance requirements.
- Ensure ice contracted by the LHA and/or LHA teams and used by LHA players/members is HC sanctioned and further confirm that HC/GTHL member insurance is in full effect and binding to our members or advise in writing otherwise.
- Execute ice contracts on behalf of LHA Teams procuring additional ice independently.
- Create an ice Payment Schedule and ensure ice payments are made by LHA Treasurer as per contract requirements.
- Review all ice invoices for accuracy and approve payment.
- Provide a secondary ice summary detailing teams, dates, times, arena, and recovery amount due by team.
- Track all 'inaccessible ice' cases where ice was contracted but not available due to an unexpected last-minute circumstance (arena issue or government/public closure) and ensure suppliers provide refunds and/or credits to the LHA prior to end of season.
- Reconcile primary & secondary ice for all teams and amend teams' ice costs for inaccessible ice cases.
- Provide regularly updated reconciled summary to LHA Treasurer with amended costs to process payments to/from teams.
- Reconcile GTHL, NYHL, CDS game ice monthly and amend ice costs for inaccessible ice cases.
- Provide reconciled monthly summary to LHA Treasurer with amended costs to process invoices for the GTHL, NYHL, and CDS.

4. Maintain and further develop positive relationships with various arenas management and other LMCG user groups.

- Review arenas/facilities regularly to ensure quality is aligned with LHA standards.
- Point of contact for all LHA teams regarding ice allocation and the communication of all ice/arena related issues.