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|  | **JOB DESCRIPTION** |
| **PMHA Ice Convenor**  **Revised: May 2018** |

**Duties and Responsibilities**

The Ice Convenor is responsible for the coordination and scheduling of all PMHA ice rental needs. This includes, but is not limited to:

* Scheduling practices, regular season games, playoff games and ice needs related to development clinics.
* Communicate with all participating associations and hockey centres.
* Attend meetings, as required, for the coordination and scheduling of games and tournaments.
* Communicate with the Town of Penetanguishene and any other municipality in order to ensure proper scheduling and availability of ice time.
* Liaise, coordinate and facilitate with the Referee in Chief (as designated by PMHA) to ensure all scheduled and sanctioned games have suitable referees in accordance with OMHA policy.
* Maintain an ice log that indicates the amount of ice time for each team within PMHA. This log will be shared with the PMHA Board during monthly board meetings, as scheduled.
* Ensure ice time between all local league teams is equal.
* Ensure ice time between all representative teams is equal and meets the LL:Rep ice time ratio, as outlined by the Board at the beginning of each season.
* Communicate with PMHA webmaster to ensure that the ice schedule is accurately displayed and updated on the PMHA website.
* Communicate with the Timekeeper in Chief to ensure that timekeepers are appropriately schedule for each game, as per PMHA policy.

**Compensation:**

* The Ice Convenor will be provided a compensation equal to the value of two (2) PMHA registrations (not including rep and tryout fees) for execution of the above outlined responsibilities (approx. monetary value = $1140.00).
* The maximum value of this compensation will be based on the registration fee for the year that services are provided. Only the registration fee is used to calculate the value of this compensation.
* The fee will be payable immediately following the conclusion of the hockey season.
* The compensation can also be payable as 2 registrations for the upcoming/following hockey season, or any combination of registrations and monetary compensation, not to exceed $1140.00.