



Ice Liaison (Purchaser)

Time Commitment: Up to 5 hours per month - 12 months per year

Volunteer Role (Fulfills seasonal volunteer credit requirements)

Reports to: Vice President Operations: Facilities

The South Calgary Ringette Association (SCRA) is powered by the passion and commitment of our volunteers who ensure our athletes have the resources they need to thrive. As the Ice Liaison you will help manage the single most critical asset to our operations: our ice.

This role is ideal for an organized individual who excels at building relationships, negotiating contracts, and managing details. You will be part of our operational group, working with city officials, private arenas, and community partners to ensure SCRA secures the best possible ice inventory.

If you are motivated by problem-solving, strengthening community partnerships, and contributing to a respected and well-run association, this is a role where you can make a lasting difference.

Key Responsibilities

Ice Sourcing

- Participate in monthly process of sourcing and purchasing ice.
- Manage the City of Calgary ice acquisition process, ensuring SCRA fully utilizes its independent account to purchase ice on designated 'buy days', while navigating the constraints of existing grandfathered facility contracts.

Contract Negotiation & Relationship Management

- Communicate with local arenas to build and maintain strong, positive relationships with facility operators and community associations.
- Negotiate contracts with new and existing arenas to expand our ice options.
- Renew ice contracts with arenas for the two SCRA tournaments.

Financial & Operational Collaboration

- Direct all ice invoices from the City of Calgary, FCA, and other contracts to the Ice Scheduler for validation.

Association Representation & Advocacy

- Represent SCRA at Ringette Calgary Ice Committee meetings.
- Act as the primary liaison for facility meetings, attending liaison meetings at Flames Community Arenas (FCA) twice per year.

Values and Principles You Will Champion



- **Strategic Planning:** Proactively seeking out and securing ice to meet the association's current and future needs, ensuring stability for our programs. Under direction of the board or VP Operations - Facilities
- **Fiscal Responsibility:** Diligently managing one of the largest operational expenses for the association, ensuring accuracy and accountability.
- **Collaboration & Communication:** Building a strong, trust-based network of partners and working closely with the Ice Scheduler, the Board and the VP of Operations - Facilities to optimize allocation.

You'll Be a Great Fit If You...

- Enjoy building professional relationships and are comfortable with negotiation and community advocacy.
- Are highly organized, reliable, and able to manage processes, and deadlines.
- Are a creative problem-solver, ready to find solutions when ice availability is challenging.