



Role & Responsibility

Position: Ice Convenor

Description

This role is part of the Lorette Minor Hockey Association (LMHA) Board of Directors. This role takes responsibility for all aspects of Lorette Minor Hockey Association (LMHA) bookings and scheduling of games and practice ice. Ice scheduler reports to LMHA President. The Ice Convenor will support all Board activities and act in a professional and respectful manner.

Qualifications

- Computer literate
- Display characteristics of patience, integrity, self-esteem and tolerance
- Respect in Sport for Activity Leaders certification
- Strong interpersonal and organizational skills

Responsibilities

- Schedule all ice and hall requirements for Lorette Minor Hockey
- Set up practice schedule and confirm ice slots with Arena Managers (Lorette & Landmark)
- Submit potential game ice slots based on number of teams with Eastman Game scheduler
- Submit potential game ice slots based on number of teams with Winnipeg Hockey scheduler
- Setup teams, schedules, and seasons in GoalLine
- Post all practices on GoalLine
- Communicate with managers regarding ice scheduling & provide training to setup team events on GoalLine.
- Adjust schedules to accommodate team tournament, exhibition games, rescheduled games and other events.
- Provide playoff ice slots to managers
- Provide makeup game ice to managers
- Review ice and hall rentals invoices for accuracy
- Communicate monthly to LMH Board regarding all arena / scheduling progress & issues
- Manage LMHIceconvenor2014@gmail.com email, contacts and Drive accounts
- Provide all GoalLine Calendar Links to TeamLinkt administrator

Original Date	December 2, 2020
Revision #	
Revision Date	
Revised by	Graham Eason



Role & Responsibility

Procedure

The following is the outline of activities and process flow related to the Ice Convenor role

Timelines

- Ice installation meeting beginning of August
- Setup Power Skating schedule in late August
- Setup Rustbusters schedule in early September
- Eastman teams and game framework meeting in early September
- Meet with team managers to set expectations and onboard newbies in early October
- Game slot submissions are due Oct 1 for Eastman
- Game slot submissions are due Nov 1 for Wpg Hockey Associations
- Playoff game slots due in early February

Overview of current process

- Set up google calendar to view Lorette Arena online ice schedule
- Set up google calendar to show Practice Ice
- Set up google calendar to show Other Events & potential tournaments
- Set up google calendar to show Potential Game ice
- Set up google calendar to show Potential Playoff Ice
- Link to each teams' google calendar (x 15 teams)
- Download google practice calendar using Gtimereport.com, manipulate data, and upload to GoalLine
- Upload practice schedule to GoalLine using Excel CSV file
- Upload Game/event/ schedules to google

Accounts and Logins

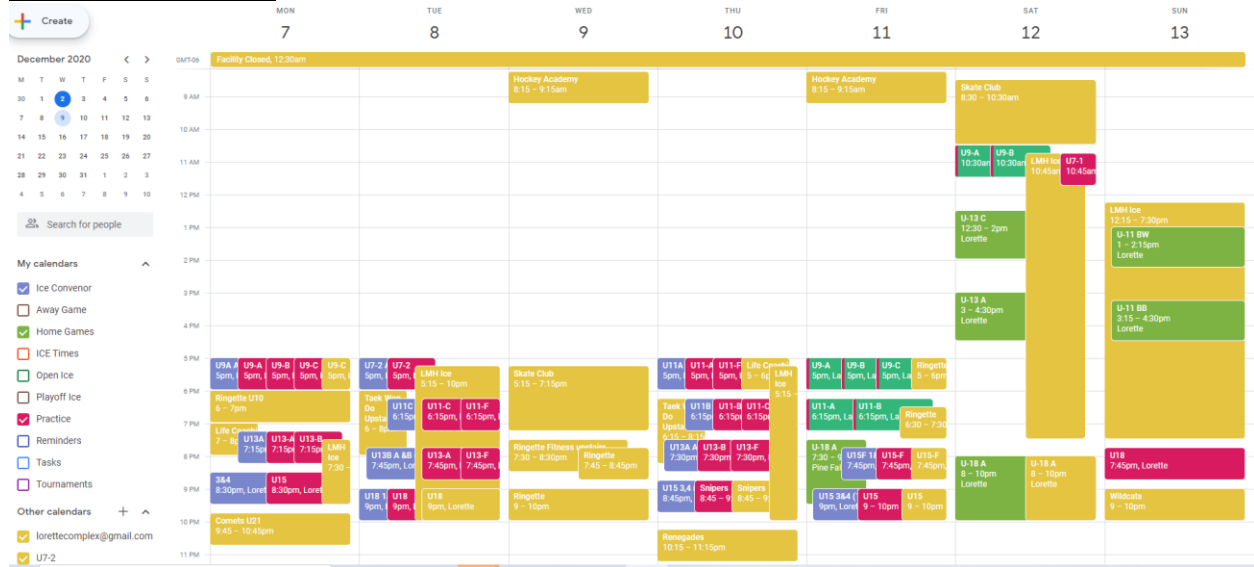
- GoalLine – Admin – this is setup by the web administrator
- Google account LMHIceconvenor2014@gmail.com (CometsHockey)

Original Date	December 2, 2020
Revision #	
Revision Date	
Revised by	Graham Eason



Role & Responsibility

Reference Diagrams



Example of google calendar

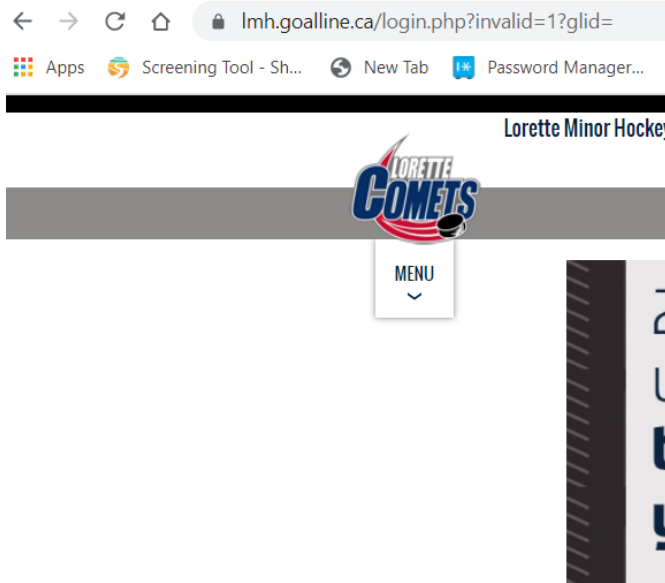
- Other calendars + ^
- lorettecomplex@gmail.com
 - U7-2
 - Holidays in Canada
 - Snipers
 - U11-A
 - U11-B
 - U11-C
 - U11-F
 - U13-A
 - U13-B
 - U13-F
 - U15-F
 - U18
 - U7-1
 - U9-A
 - U9-B
 - U9-C

Original Date	December 2, 2020
Revision #	
Revision Date	
Revised by	Graham Eason



Role & Responsibility

Login Screen Goalline



Login

Username

grahameason

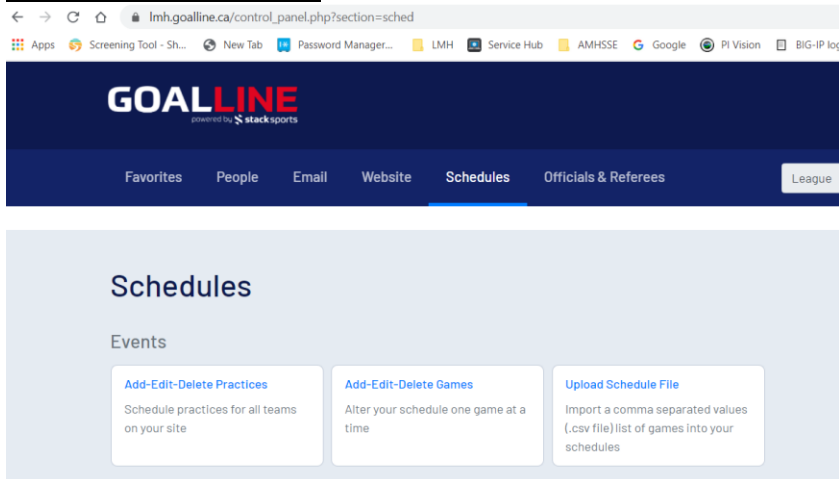
Password

.....

Login

[Forgot Password?](#)

Goalline Schedule page



Original Date	December 2, 2020
Revision #	
Revision Date	
Revised by	Graham Eason



Role & Responsibility

Manual Practice schedule interface

Example of GTimeReport – Export from google calendar to excel

Original Date	December 2, 2020
Revision #	
Revision Date	
Revised by	Graham Eason

