



## Position Description

### ICE CHAIR

#### Position Overview

The **Ice Chair** plays a pivotal leadership role in ensuring top-quality ice at the Chester Curling Club. Reporting to the Board of Directors and working closely with the Head Ice Technician, the Ice Chair:

- Coordinates ice operations and ice shed maintenance.
- Acts as primary contact for the Head Ice Technician.
- Acts as the primary contact for club members regarding ice conditions and related concerns.
- Bridges communication between the membership and the board.
- Coordinates with other committee chairs (Match, Events, Junior, House, etc.)

#### Reference

Regulations of the Chester Curling Club (December 2019)

5(b) It shall be the general duty of the Ice Committee to supervise the operations of the ice plant and the making and maintenance of ice.

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## Key Responsibilities

#### Ice & Facility Coordination

- Support the Head Ice Technician in ice installation and removal (painting, pebbling, flooding, scraping, nipping, etc.).
- Support the Head Ice Technician in daily ice maintenance routines before draws, events, and rentals.
- Assist in planning and executing mid-season and end-of-season ice maintenance tasks (e.g., floods, leveling, etc.).
- Help oversee minor facility upkeep that is the responsibility of the Head Ice Technician (e.g., ice shed, adjacent walkways, basic safety items, shoe cleares, etc.).

- Help oversee the general upkeep and yearly maintenance of Club equipment (e.g., stones, scrapers / nippers, measuring devices, stabilizers, brooms, etc.).

### **Leadership & Staff Support**

- Support the Head Ice Technician in recruiting, training, and scheduling of ice-maintenance volunteers.
- Ensure maintenance and ice logs, including required readings, temperatures, and incident reports are complete and accessible.
- Ensure compliance with safety and regulatory standards in ice operations.
- Approves Ice Technician hourly time sheet prior to submission to treasurer.
- Attend scheduled Board meetings.
- Provides annual report and the Annual General Meeting.

### **Member Engagement & Communication**

- Serve as the first point of contact for members with ice-related questions or concerns.
- Provide updates to the Board on ice quality, maintenance schedules, and any operational changes.
- Communicate with membership regarding ice maintenance schedules that impact draw schedules.
- Attend board meetings and report on ice conditions, upcoming maintenance, needed supplies or equipment.

### **Event Coordination**

- Coordinate ice bookings and rentals.
- Support Head Ice Technician in ice-making tasks before and during special events (bonspiels, ice rentals, clinics, etc.).
- Be available to troubleshoot ice disruptions or scheduling conflicts.

Approved by CCC Board of Directors: September 2025