

ICE CHAIRPERSON
JOB DESCRIPTION
(revised October 2026)

- The scheduled start-up of the compressor is usually set around the third week of September. It is the responsibility of the Ice Technician to make arrangements with the mechanical company to perform the annual start up procedures for the ice making plant. The Ice Chair should be prepared to learn some basics about ice making procedures and should be in regular contact with the Ice Technician. All purchases required for the ice installation and ongoing maintenance must be submitted to the Ice Chairman for approval and reimbursement.
- Obtain volunteers for ice install, including flooding and ice painting.
- Receive completed timesheets from ice tech and assistant before submission to payroll.
- All ice times (bonspiels, rentals, etc.) must be a coordinated booking through the Ice Chair and House Chair in cooperation with the Ice Technician. Ice Rental is responsible for obtaining a signed contract.
- As soon as possible after the curling season is finished the Ice Chair should call a meeting with the chairs of Games/Leagues, Bonspiels and House to draft the ice schedule for the coming season and input it into the Glanford Curling Club Website calendar.
- To receive remarks from club members regarding ice conditions.
- Any special event i.e., OCA curling events, Hamilton and District Playdowns and Bonspiels requires close attention by the Ice Chair to assist the Ice Tech in any requirements during these special events.
- At the conclusion of the curling season ensure that the Ice Tech follows the Standard Procedure for Shut Down (as per the manual).
- Summer maintenance responsibility is the Ice Chair or designate. The club should be entered at least once every two weeks for plant check.
- Prepare and renew the contract of the Head Ice Technician and Assistant Ice Technician.
- Prepare a budget for the coming season for the Board Budget meeting.
- Attend all Board of Directors meetings.
- Prepare a report for the Annual General Meeting.