



# COORDINATOR, MINOR LEAGUES

## POSITION DESCRIPTION

**Vision:** Hockey for Life

**Mission:** To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.

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**Position Title:** Minor Leagues Coordinator

**Accountable To:** Chair, Minor Leagues  
Chief Executive Officer (or Designate)

**Leads:** None

**Purpose/Summary:** The Minor Leagues Coordinator position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. This position focuses on providing quality service to the membership and stakeholders of Hockey Alberta, primarily leading League Representatives in developing change for the advancement of Minor hockey within Alberta.

This position is appointed on an annual basis by the Chief Executive Officer (CEO).

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### **RESPONSIBILITIES**

#### **Minor League Committee**

- Liaise with Staff regarding the interpretation and application of Regulations
- Liaise with Staff & Committee Chair to set agendas and meeting schedule
- Attend committee meetings as necessary
- Adhere to the committee Terms of Reference and complete assigned tasks
- Prepare written reports of the actions and progress of the Committee

#### **Liaise with Minor Leagues**

- Coordinate regular communication with Leagues via phone, e-mail, and mail
- Attend League meetings to present/gather feedback as needed
- Represent the interests of the Leagues at Hockey Alberta meetings

#### **Player Movement and Exceptions**

- Implement protocol for Overage Player Applications
- Implement protocol for Substitute Goaltender Requests
- Implement protocol for Player Movement, including Import Status and Special Exceptions

#### **Support and Develop Minor Hockey in Alberta**

- Support the Vision, Mission and Values established by the Hockey Alberta Board
- Support the creation and delivery of the organizational Strategic Plan
- Support the development of Hockey Alberta's Annual Plan



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### REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Teams and Leagues throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-2 Committee Meetings held in-person (if required)
- ✓ Attend Hockey Alberta Annual General Meeting (if required)
- ✓ Attend Hockey Alberta Winter Planning Meeting (if required)
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Preparation of Written Reports for Winter Planning and Annual Meetings

### QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Keen interest and experience in hockey, specifically in the Minor Divisions is considered an asset
- ✓ The ability to communicate effectively with a diverse set of people
- ✓ The ability to motivate a collective group towards attaining specific goals in a timely manner
- ✓ Attention to detail is an asset
- ✓ Ability to commit to regular attendance at meetings and events
- ✓ Access to a phone and email on a regular basis
- ✓ Successful completion of a Criminal Record Check, as per Policy
- ✓ Declaration of all applicable conflicts of interest, as per Policy