



## POSITION DESCRIPTION

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<b>Vision:</b>	Hockey for Life
<b>Mission:</b>	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
<b>Position Title:</b>	<b>Grassroots Coordinator, Officiating Committee</b>
<b>Accountable To:</b>	Chairman, Officials Committee
<b>Leads:</b>	Grassroots Development Program, Officiating Committee
<b>Purpose/Summary:</b>	<p>The Grassroots Coordinator, officiating 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. Reporting to the Hockey Alberta Referee in Chief (RIC), and primarily working alongside staff and other volunteers; this position will lead and guide Hockey Alberta's Officiating Committee in the areas of grassroots development focused providing an in-game coaching experience. This position plays a significant role in the development of officials at the U11 and U13 levels of the amateur hockey model.</p> <p>This position is appointed for a one (1) year term by the Hockey Alberta CEO.</p>

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## RESPONSIBILITIES

### **Lead Officiating Committee**

- Lead the selection process of Regional Grassroots Coordinators ensuring collaboration with the Regional Coordinators
- Provide leadership and guidance to the Regional Grassroots Coordinators regarding program mission, vision, and goals
- Provide guidance on the selection of Officials' Coaches to the Regional Grassroots Coordinators
- Establish, Track, and Update the Provincial coaches list
- Develop tracking documentation for use by the Regional Grassroots Coordinators and Officials' Coaches
- Evaluate program successes and challenges on an annual basis
- Provide monthly summary information to the HAOC through the Hockey Alberta, Manager of Officiating and the Hockey Alberta Referee in Chief
- Track program expenses against the budget

### **Support and Develop Officiating in Alberta**

- Support the Regional Grassroots Coordinators
- Support the Leadership Coordinator to ensure consistency between the teaching of materials and the application of the rules at games
- Support the Vision, Mission and Values established by the Hockey Alberta Board
- Support the creation and delivery of the organizational Strategic and Business Plans
- Support the development of Hockey Alberta's Annual Plan



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### **REQUIRED TIME COMMITMENT**

- ✓ Phone Calls and Emails with Regions on a Weekly basis throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-3 Committee Meetings held in-person (if required)
- ✓ Preparation of Written Reports for selected 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 Officiating Program
- ✓ Experience in the Officiating Program and/or at the Provincial level is key
- ✓ Experience working with officials at a grassroots level is a key 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