



## POSITION DESCRIPTION

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- Vision:** Hockey for Life
- Mission:** To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
- Position Title:** Male Development Coordinator, Hockey Alberta Officials Committee (HAOC or Officials Committee)
- Accountable To:** Chair, Hockey Alberta Officials Committee
- Purpose/Summary:** The Male Development Coordinator, Officials Committee position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. This position focuses on the training and development of all elite officials in the male hockey program. Reporting to the Chair of the Hockey Alberta Officials Committee; this position will support the Hockey Alberta Officials Committee in the training and development of all officials in the male hockey program and to ensure a connection to the annual strategies aimed at advancing the game of hockey in Alberta. This position plays a significant role in within all aspects of the amateur hockey model and High-Performance programs.

This position is appointed for a one (1) year term by the Hockey Alberta CEO

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## RESPONSIBILITIES

### **Lead Hockey Alberta Officials Committee**

- Coordinate the officials' program as it relates to the Alberta Cup Program, including the Regional Camps and Provincial Development Camp
- Coordinate the officials at the summer development camp
- Provide supervision and ensure proper training of all officials in the Alberta Cup Program, Summer Development Camp, and other travel opportunities that fall within this portfolio.
- Coordinate, and provide direction, for other Provincial male hockey development opportunities such as, but not limited to, the Mac's Midget Tournament and the John Reid Bantam AAA Tournament
- Provide reports to the Chair for all events which includes the officials ranking at each event
- Provide recommendations on the advancement of officials to various leagues based on supervisions and rankings to the Chair and Supervision Coordinator
- Coordinate the Level 4/5 Upgrade camp that takes place the 2nd weekend of September in odd numbered years.

### **Support and Develop Officials in Alberta**

- Support the Supervision Coordinator by providing monthly reports on events, programs, and travel opportunities
- Support the upgrade process by providing potential candidates names to the Supervision Coordinator
- 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 and officials 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 as an official at an 'elite' level is 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