



POSITION DESCRIPTION

Vision: Hockey for Life

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

Position Title: Match Penalty Coordinator, Hockey Alberta Officials Committee (HAOC or Officials Committee)

Accountable To: Chair, Hockey Alberta Officials Committee

Purpose/Summary: The Match Penalty Coordinator, Officials Committee position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. This position focuses on the match penalties on an official. Reporting to the Chair of the Hockey Alberta Officials Committee and primarily working alongside staff and other volunteers; this position will lead and guide the Hockey Alberta Officials Committee match penalty process to ensure a connection to the to the game of hockey in Alberta. This position plays a significant role in within all aspects of Hockey Alberta.

This position is appointed for a two (2) year term by the Hockey Alberta Officials Appointment Committee.

RESPONSIBILITIES

Lead Hockey Alberta Officials Committee

- Lead the officials committee as the panel committee member for the match penalty on officials as documented in the match penalty procedures and guidelines manual
- Provide input on the Match Penalty on Official manual
- Provide a written report on a monthly basis during the hockey season
- Lead the Regional Match penalty coordinators in outlining expectations, standards, and procedures as they relate to their role

Support and Develop Officials in Alberta

- Support the Regional Match Penalty Coordinators through regular communication
- 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

REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Regions and officials throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ Conference calls for match penalties as required (Estimated amount of time is about 60 hours over the course of the season)
- ✓ Preparation of Written Reports for selected meetings



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QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Familiarity with the Match Penalty on Official Procedures and Guidelines Manual
- ✓ Keen interest and experience in hockey, specifically in the Officiating Program
- ✓ Experience in the Officiating Program and/or at the Provincial level is key
- ✓ The ability to communicate effectively with a diverse set of people
- ✓ 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