



## 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>Regional Coordinator, Hockey Alberta Officials Committee (HAOC or Officials Committee)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Accountable To:</b>  | <b>Chair, Hockey Alberta Officials Committee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Leads:</b>           | Hockey Alberta Regional Officials Subcommittee (Regional Subcommittee)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Purpose/Summary:</b> | The Regional Coordinator 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. This position reports directly to the Chair of the Hockey Alberta Officials Committee and will lead and guide the Hockey Alberta Officials Regional Subcommittee and programs at the regional level to ensure a connection to the annual strategies aimed at advancing the game of hockey in Alberta. This position plays a significant role in the development of officials 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 Officials**

- Provide day to day support and guidance to officials, members and leagues at the regional level
- Liaise with MHA's, club teams and leagues within the region to provide operational support/guidance
- Lead the Regional Subcommittee within the designated region on all mandated initiatives of the Hockey Alberta Officials Committee and as directed by the Chair
- Attend MHA, and/or league meetings to present and gather feedback as needed
- Liaise and provide regular updates and written reports to the Chair on progress and challenges within the region

### **Lead Hockey Alberta Regional Officials Subcommittee**

- Participate in the appointment process for the Regional Subcommittee
- Chair all meetings of the Regional Subcommittee, providing leadership and guidance as needed
- Coordinate regular communication with Regional Subcommittee members
- Ensure the Regional Subcommittee is adhering to the Terms of Reference and completing assigned tasks
- Participate in the development and implementation of all provincial officiating policies (supervision, rates, etc.) as required
- Identify and implement working groups required to carry out operational tasks
- Ensure written reports of the action and progress of the Regional Subcommittee are completed as a record for the Regional Subcommittee and available to the Hockey Alberta Officials Committee

### **Lead Standards, Conduct Management and Discipline for Officials**

- Ensure the development and implementation of provincial officiating policies for the conduct of officials within the region
- Review and adjudicate on Level 1 grievance appeals within your Region and Level 2 grievance appeals, when requested by the RIC, as per the Terms of Reference



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### **Lead Officials Development Programming**

- Provide nominations and oversight to the provincial supervision coordinator for Level 4, 4L, 5 upgrades and Level 6 nominations within your region
- Provide a regional ranking of officials for provincial development programs to the Chair
- Provide guidance, leadership, and oversight to all officials' development programs within your region (male development, female development, supervision program, leadership program – clinics)
- Provide guidance, leadership and oversight to all grassroots development programs within your Region such as shadow/mentorship program, supervision program, recruitment and retention of new officials officiating non-elite hockey.

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

- Ensure effective and efficient implementation of the Officials Development plan
- Support and be engaged in the appointment process of local Referees in Chiefs (RIC's)
- Support the Vision, Mission and Values established by the Hockey Alberta Board of Directors
- Support the creation and delivery of the organizational Strategic and Business Plans
- Support the development of Hockey Alberta's Annual Plan
- Develop, implement, and support the Officials recognition program and its' community agenda

### **REQUIRED TIME COMMITMENT**

- ✓ Phone calls and emails pertaining to the Hockey Alberta Officials Committee, HA staff, Regional Subcommittee members, MHA's, Leagues and officials throughout the season
- ✓ Attend Hockey Alberta Annual General Meeting & Volunteer Seminar
- ✓ Attend Hockey Alberta Officials Committee and Hockey Alberta planning meetings
- ✓ 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 would be an asset
- ✓ 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
- ✓ 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