



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: | Chair, Officiating Committee |
| Accountable To: | Chief Executive Officer (or Designate) |
| Leads: | Officiating Committee |
| Purpose/Summary: | <p>The Chair, 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. Primarily working alongside staff and other volunteers; this position will lead and guide Hockey Alberta's Officiating Committee and programs 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.</p> <p>This position is appointed for a two (2) year term by the CEO.</p> |

RESPONSIBILITIES

Lead Officiating

- Provide day to day support and guidance to officials, zone teams, members and leagues
- Accurately and consistently apply and interpret the Hockey Canada Playing Rules
- Liaise with Zones, MHA's, Club Teams and Leagues to provide operational support/guidance
- Attend Zone, MHA, and/or League meetings to present and gather feedback as needed
- Act in the capacity of Hockey Alberta's Referee-in-Chief, attending regional and national meetings as necessary
- Act as a Hockey Alberta Representative (or delegate as needed) at League, Provincial, Regional or National Championship / Events, when requested

Lead Officiating Committee

- Participate in the appointment process for the Provincial Committee, Regional Sub-Committees, and local RICs
- Chair all meetings of the committee, providing leadership and guidance as needed
- Coordinate regular communication with committee members
- Liaise with Staff to set agendas and meeting schedules
- Ensure the Committee is adhering to the Terms of Reference and completing assigned tasks
- Participate in the development and implementation of officiating policies (Supervision, Rates, etc.)
- Identify and implement workgroups required to carry out operational tasks
- Prepare written reports of the actions and progress of the Committee

Lead Standards, Conduct Management and Discipline for Officials

- Ensure the development and implementation of officiating policies for the conduct of officials
- Liaise with Staff to develop and implement conduct/discipline standards as required
- Consult with Regions regarding conduct/discipline investigations and reviews



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- Review and adjudicate on suspensions for officials
- Provide leadership and guidance to the Match Penalty on Official infraction investigation process

Lead Officials Development Programming

- Provide guidance, leadership, and oversight to the Level 4, 4L, 5 upgrades and Level 6 nominations
- Provide guidance, leadership, and oversight to the Provincial Evaluation and Ranking system, leading officiating selections for Provincial Development programs
- Provide guidance, leadership, and oversight to all official's development programs (Male Development, Female Development, Supervision Program, Leadership Program – Clinics)
- Provide guidance, leadership and oversight to all grassroots development programs such as shadow/mentorship program, supervision program, recruitment and retention of new officials officiating non-elite hockey.

Support and Develop Officiating in Alberta

- Ensure effective and efficient implementation of the Officiating Development plan;
- 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
- Develop, implement, and support the Officiating recognition program and its' community agenda

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)
- ✓ Attend Hockey Alberta Annual General Meeting
- ✓ Attend Hockey Alberta Planning Meeting(s)
- ✓ Attend Regional or National Meetings as requested
- ✓ 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