



POSITION DESCRIPTION

- Vision:** Hockey for Life
- Mission:** To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
- Position Title:** **Regional Match Penalty Coordinator, Officiating Committee**
- Accountable To:** Provincial Match Penalty Coordinator, Officials Committee
- Purpose/Summary:** The Regional 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 Provincial Match Penalty Coordinator and primarily working alongside staff and other volunteers; this position will lead and guide Hockey Alberta's Officiating Committee match penalty process at a Regional level 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 one (1) year term by the Hockey Alberta CEO.

RESPONSIBILITIES

Lead Officiating Committee

- Lead the officials committee as documented in the match penalty procedures and guidelines manual.
- Review the match penalty called within your Region and validate that the call is correct.
- Provide input on the Match Penalty on Official manual
- Act as the liaison for the official. Prepare and educate the official on the match penalty process.
- Provide a debrief and discuss with the official, should a similar situation arise, how they could handle it differently to avoid another match penalty.

Support and Develop Officiating in Alberta

- Support the official in the match penalty process.
- Support the match penalty process in the other Region should the other Regional Match Penalty Coordinator be unavailable.
- 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
- ✓ A start up conference call and wrap up conference call with the Provincial MP Coordinator
- ✓ Conference calls for match penalties as required (Estimated amount of time is about 40 hours over the course of the season)



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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