



POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Supervision Coordinator, Officiating Committee
Accountable To:	Chairman, Officials Committee
Leads:	Supervision and Upgrades, Officiating Committee
Purpose/Summary:	<p>The Supervision Coordinator, 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. Reporting to the Hockey Alberta Referee in Chief (RIC), and primarily working alongside staff and other volunteers; this position will lead and guide Hockey Alberta's Officiating Committee in the areas of official's supervision, coaching and upgrading to higher levels. 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 one (1) year term by the Hockey Alberta CEO.</p>

RESPONSIBILITIES

Lead Officiating Committee

- Coordinate the Provincial Upgrade process for Female level 4, 4L, 5 and 6 officials and Male level 4L, 5 & 6 officials which includes scheduling supervisors for those officials
- Coordinate and establish the Provincial supervisor list
- Coordinate the Provincial supervision seminar(s)
- Provide supervision and coaching to officials that have requested an upgrade that is approved by the Provincial Officials Committee
- Provide a letter to all officials seeking an upgrade at the Provincial level advising that they were either successful or not successful.
- Provide recommendations on the advancement of officials to various leagues based on supervisions and rankings

Support and Develop Officiating in Alberta

- Support the Male Development and Female Development Coordinators
- Support the Leadership Coordinator to ensure consistency between the teaching of materials and the application of the rules at games
- Support the Regional Supervision and Upgrade Coordinators
- 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



POSITION DESCRIPTION

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
- ✓ Coordinate and attend the supervision seminar(s)

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