



INFORMATION BULLETIN

Bulletin No: 14/14

Date: October 9, 2014

To: Zone 2 MHAs
Zone 2 Team
Board of Directors
Minor Discipline Committee

From: Rob Litwinski
Executive Director

SUBJECT: Seeking Applications for Zone 2 Discipline / Sanction Coordinator

Please note that for personal reasons, Kevin Scoble has resigned from the position of Zone 2 Discipline / Sanction Coordinator with Hockey Alberta. This resignation leaves a vacancy in the Discipline Committee that Hockey Alberta will be working towards filling as soon as possible. If your MHA has any discipline or sanction related questions for Zone 2 in the interim please contact the Discipline Chair, Sherry Haarstad (hadiscipline@gmail.com).

In an approach to continually recruit great hockey people to fill the Zone Team positions, Hockey Alberta is asking for your assistance. Please find, below, detailed information outlining the role of a Zone Discipline / Sanction Coordinator. The main responsibilities of the Discipline / Sanction Coordinator are as follows:

- Process and monitor all online requests from MHAs within the assigned zone for travel permits, tournaments, and exhibition game sanctions
 - Monitor sanctioned games within zone for discipline purposes
- * Please see attached for a detailed job description.

If you, or someone you know, is interested in becoming a member of the Discipline Committee, representing Zone 2, please fill out the following application form and submit it to Allison Ramsay via email at aramsay@hockeyalberta.ca as soon as possible.

Should you have any questions, feel free to contact any of the following:

Sherry Haarstad - Discipline Chair hadiscipline@gmail.com
Katrina Bellamy - Coordinator, Office & Finance kbellamy@hockeyalberta.ca

Sincerely,

A handwritten signature in black ink that reads "Rob Litwinski".

Rob Litwinski
Executive Director



INFORMATION BULLETIN

2014-15 Volunteer Application Form

Your Information	
Your Name:	
Contact Information:	Home phone: Cell: Fax: Email:
Clothing Sizes:	Shirt size: Jacket size:

Position you are interested in	
Specific Role	1. _____
Committee Participation: (Please list any other committees you are interested in serving on)	1. _____ 2. _____ 3. _____

Qualifications	
Please confirm by checking off:	<ul style="list-style-type: none"> <input type="checkbox"/> Acknowledge that I will be subject to screening under organization's Criminal Records Check, and Conflict of Interest policies. <input type="checkbox"/> Have regular access to a computer and high-speed internet access. (*See company communications expense policy) <input type="checkbox"/> *See Job Description for specific role qualifications and requirements. <input type="checkbox"/> Familiar with and supports the purpose, vision/mission, core values, and Bylaws/Regulations of Hockey Alberta.
Occupation & Brief summary of experience:	
Brief Summary & List of Amateur Hockey Roles & Experience	<p>Hockey Experience:</p> Role: _____ (Year(s) _____) Role: _____ (Year(s) _____) Role: _____ (Year(s) _____) Role: _____ (Year(s) _____) <p>Brief Summary or description of these experiences:</p>



INFORMATION BULLETIN

Operational Volunteer Roles

POSITION DESCRIPTION

Position Title:	Discipline/Sanctioning Coordinator
Duties & Responsibilities:	<ul style="list-style-type: none"> - Process and monitor all online requests from MHAs for travel permits, tournament/special event/exhibition game sanctions. - Monitor all sanctioned games within zone for discipline purposes. - Accept, track, and review all game sheets for sanctioned games and Zone Provincial Play downs. <ul style="list-style-type: none"> • Review for discipline infractions, assess suspensions, and notify appropriate MHA and leagues of disciplinary action. • Monitor game sheets for suspensions served. • Update zone provincial draw scores on the Hockey Alberta website. • Ensure proper communication and documentation of all carry-over suspensions. - Compile investigations (within 48 hours) into all suspensions that result in an indefinite suspension. <ul style="list-style-type: none"> • Collect all paperwork and communicate file direct to office of the Executive Director. - Monitor and approve all online requests for special sanction according to the special sanction guidelines. - Participate as a Hockey Alberta representative during Provincial Championship Tournaments. - Liaise and communicate with Discipline Chair, Regulation Coordinator, Administration Coordinator, and Operations Advisory Committee Representative for information purposes. - Approve/deny yearly requests relative to the deferral of early seasons end, carry-over, and pre-season suspensions. - Liaise with Hockey Alberta recognized leagues relative to cross over and carry over discipline matters. - Coordinate the distribution of information for the zone utilizing the “Members Hub” through the Hockey Alberta website. - Participate in monthly conference calls with fellow coordinators for discussion of best practices.
Term:	Appointed annually by the Volunteer HR Committee with role officially in place from May 1-April 30
Accountable to:	Executive Director
Required Time Commitment:	<ul style="list-style-type: none"> - Regular communication with staff, leagues, and other stakeholders occur on a regular basis. - Estimated at approximately 5-15 hours per week of time. Most time is concentrated between August and April. - 2 days attending the AGM and annual leadership/training sessions of the organization. - Monthly (or as required) conference calls with committee. - Attend zone specific meetings.
Required Skills/Equipment:	<ul style="list-style-type: none"> - Keen interest and ability to communicate effectively with a diverse set of people. - Keen interest and experience in the game of amateur hockey in the province of Alberta. Specific experience in the game/structure of minor and with the Hockey Canada playing rules is a requirement. - Familiar with and supports the purpose, vision/mission, core values, and bylaws/regulations of Hockey Alberta. - Has regular access to a telephone and computer with high speed internet access. (*See organizational communications policy for reimbursement of incremental expenses). - Successfully completed Hockey Alberta’s policy with regards to the screening of volunteers (i.e criminal record checks).