



POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Hockey Alberta Officials Assignor
Accountable To:	Chair, Hockey Alberta Officials Committee
Purpose/Summary:	<p>The Hockey Alberta Officials Assignor position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. Primarily working alongside staff and other volunteers; this position will lead and guide Hockey Alberta's Officials Committee to ensure a connection to the annual strategies aimed at advancing the game of hockey in Alberta. This position plays a significant role in 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 or designate</p>

RESPONSIBILITIES

Lead Hockey Alberta Officiating Committee

- Assign qualified officials to *USport Male* as linespersons, assign *ACAC Male* referees and linespersons, assign *AJHL* referees and linespersons
- Work closely with VP Officiating of AJHL to ensure assignments are appropriate and strategic
- Work closely with the Chair & Manager of Officiating for determining key assignments throughout the year
- Report assignments, travel time and mileage to prospective leagues/teams in order to pay officials in a timely manner
- Coordinate and input officials, arenas and league schedules into software
- Assist in evaluating and ranking officials
- Provide feedback on the officials performance to the HAOC

Support and Develop Officials in Alberta

- 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 officials throughout the season and at a myriad of times
- ✓ Preparation of Written Reports for selected meetings
- ✓ Attend HAOC meetings

QUALIFICATIONS & COMPETENCIES

- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ Develop excellent working knowledge of assigning software
- ✓ Extremely organized and disciplined
- ✓ 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
- ✓ Successful completion of a Criminal Record Check, as per Policy
- ✓ Declaration of all applicable conflicts of interest, as per Policy