



POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Minor Administration Coordinator
Accountable To:	Chair, Minor Administration Chief Executive Officer (or Designate)
Leads:	None
Purpose/Summary:	<p>The Minor Administration Coordinator 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 leading the registration process for Minor Hockey as well as developing change for the advancement of Minor hockey within Alberta.</p> <p>This position is appointed on an annual basis by the Chief Executive Officer (CEO).</p>

RESPONSIBILITIES

Minor Administration Committee

- Participate in discussions that focus on the improvement and growth of the game
- Liaise with Staff and Committee Chair regarding the interpretation and application of Regulations
- Attend committee meetings as necessary
- Adhere to the committee Terms of Reference and complete assigned tasks
- Participate in sub-committee work to review matters or issues related to the game

Team and Participant Registration (Minor & Minor Female)

- Implement registration and HCR training for MHA's (including online player registration processes)
- Monitor and process Minor Team registration requests
- Monitor and process Minor Player & Team Official Transfer requests
- Monitor and approve affiliation requests
- Complete the Player and Team Approval process
- Complete registration reports as needed

Player Residency and Movement

- Administer the process for identifying and registering resident players
- Ensure consistency in the application of residency requirements and player movement procedures
- Liaise with MRC's on Special Exceptions
- Monitor and process the end of season "return to home association" transfer process

Minor Provincials

- Liaise with Minor Regulation Coordinator to complete the Provincial Categorization process



POSITION DESCRIPTION

Liaise with Minor Leagues and MHA's

- Liaise with MHA's and Leagues on registration procedures and issues
- Attend League or MHA meetings to present / gather feedback as needed
- Represent the interests of the Leagues and MHA's at Hockey Alberta meetings

Support and Develop Minor Hockey in Alberta

- Support the Vision, Mission and Values established by the Hockey Alberta Board
- Support the creation and delivery of the organizational Strategic Plan
- Support the development of Hockey Alberta's Annual Plan

Represent Hockey Alberta's Minor Hockey

- Act as the Hockey Alberta Representative at Provincial Championships, as requested

REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with MHA's and Leagues throughout the season
- ✓ Approximately 10-20 hours per week during the season (September – January peak times)
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-2 Committee Meetings held in-person (if required)
- ✓ Attend Hockey Alberta Annual General Meeting
- ✓ Attend Hockey Alberta Semi-Annual Meeting
- ✓ Attend Hockey Alberta Provincial Championships
- ✓ Preparation of Written Reports for Committee 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 Minor and Minor Female Divisions
- ✓ Past experience with an LMHA and/or League
- ✓ 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