



## POSITION DESCRIPTION

---

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

---

## RESPONSIBILITIES

### **Minor Female 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

### **Minor Female Provincials**

- Liaise with the Minor Administration Coordinators to complete Categorization
- Prepare the Provincial playoff schedule for applicable Divisions / Categories
- Liaise with Minor Female Host Sites to ensure Hockey Alberta standards are met
- Act as a Hockey Alberta Representative at Provincial Tournaments as needed

### **Player Movement and Exceptions**

- Implement protocol for Overage Player Applications
- Implement protocol for Substitute Goaltender Requests
- Implement protocol for Player Movement, including Import Status and Special Exceptions

### **Liaise with Minor Female Leagues and MHA's**

- Coordinate regular communication with MHA's via phone, e-mail, and mail
- Coordinate regular communication with Leagues via phone, e-mail, and mail
- Provide service to members related to operational Minor Female matters
- Attend League or MHA meetings to present / gather feedback as needed
- Represent the interests of the Leagues and MHA's at Hockey Alberta meetings



## POSITION DESCRIPTION

---

### **Support and Develop Minor Female 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 Female 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
- ✓ 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 Female Division
- ✓ Past experience with an LMHA, League and/or Minor Female Team 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