



COORDINATOR, MINOR DISCIPLINE

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 Discipline Coordinator

Accountable To: Chair, Minor Discipline
Chief Executive Officer (or Designate)

Leads: None

Purpose/Summary: The Minor Discipline 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 discipline and sanctioning procedures for Minor Hockey as well as developing change for the advancement of Minor hockey within Alberta.

This position is appointed on an annual basis by the Chief Executive Officer (CEO).

RESPONSIBILITIES

Minor Discipline 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 and Minor Female Sanctioning

- Monitor and process all Travel Permit requests for MHAs
- Monitor and process all Tournament Sanction requests for MHAs
- Monitor and process all Exhibition Game Sanction requests for MHAs
- Provide education and guidance to MHAs with respect to Special Event Guidelines

Minor and Minor Female Discipline

- Monitor all sanctioned games for disciplinary purposes and assess minimum suspensions as necessary
- Complete Indefinite Suspension investigations and submit recommendations to the Staff and Chair, Discipline Committee
- Track season's ending carry-over suspensions and complete reports as needed
- Monitor and process suspension deferral requests

Liaise with Minor Leagues and MHAs

- Liaise with MHA's and Leagues on discipline and sanctioning procedures
- Liaise with MHA's and Leagues regarding disciplinary matters that may cross over between League and non-League play
- Attend League meetings to present / gather feedback as needed
- Represent the interests of the Leagues and MHAs at Hockey Alberta meetings



COORDINATOR, MINOR DISCIPLINE

POSITION DESCRIPTION

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 MHAs and Leagues throughout the season
- ✓ Approximately 10-20 hours per week during the season (October – March 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 Winter Planning 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