



POSITION DESCRIPTION

Vision:	Hockey for Life
Mission:	To create positive opportunities and experiences for ALL PLAYERS through innovative leadership and exceptional service.
Position Title:	Data Coordinator, Hockey Alberta Officials Committee (HAOC or Officials Committee)
Accountable To:	Chair, Hockey Alberta Officials Committee
Purpose/Summary:	The Data Coordinator, Hockey Alberta Officials Committee position plays a significant role in the pursuit of the vision and mission of Hockey Alberta. This position focuses on the registration of all officials and budget for the officials committee. Reporting to the Hockey Alberta Chair of the Officials Committee, and primarily working alongside staff and other volunteers; this position will lead and guide HAOC registration process and budgeting of programs 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.

This position is appointed for a one (1) year term by the Hockey Alberta CEO

RESPONSIBILITIES

Lead Hockey Alberta Officials Committee

- Liaise with the Regions to provide operational support/guidance for their budgets
- Prepare the budget for the Officials Committee
- Review and approve expenditures of the officials committee
- Collect clinic forms and reconcile clinic registrations
- Ensure proper registration of all officials
- Prepare and circulate the officiating roster
- Identify and implement workgroups required to carry out operational tasks
- Prepare written reports of the actions and progress of the Committee
- Prepare an end of year report that reflects on the current year regarding the objectives of the position
- Gathering statistics for supervisions, and/or other statistics important to the Committee
- Collection of information for awards
- Keeping historical lists of award winners
- Historical data collection of all Development camps, and Level 4/5/6 testing

Support and Develop Officials in Alberta

- Ensure effective and efficient implementation of the Officials Development plan;
- 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
- Provide guidance to the Level 4, 4L, 5 upgrades and Level 6 nominations
- Member of the appeals committee that pertain to the Officials Committee
- Provide guidance for Provincial travel opportunities
- Provide guidance to the Leadership Coordinator for the training of instructors



POSITION DESCRIPTION

REQUIRED TIME COMMITMENT

- ✓ Phone Calls and Emails with Regions and officials throughout the season
- ✓ Monthly (or as required) Committee Meetings via conference call
- ✓ 1-3 Committee Meetings held in-person (if required)
- ✓ Preparation of Written Reports for selected meetings

QUALIFICATIONS & COMPETENCIES

- ✓ Strong accounting background is an asset
- ✓ Familiarity with the Vision, Mission, Values, Bylaws, Regulations, Policies and Procedures of Hockey Alberta
- ✓ 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
- ✓ 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