



STAFF POSITION – OFFICIATING AND ADMINISTRATIVE ASSISTANT

PLACEMENT REQUIREMENTS

The Officiating and Administrative Assistant will have a University degree or diploma or appropriate experience, preferably Sport Management, as well as 3-5 years of demonstrable experience as a Sport Administrator and Certified in the Hockey Canada Officiating Program. In addition, this staff member will possess a combination of the following highly desired experience, skills and abilities:

- Strong knowledge of hockey programming at the local and provincial level
- Strong working knowledge of the Hockey Canada Officiating Program
- Preference may be given to candidates who maintain a minimum Level 3 Certification in the Hockey Canada Officiating Program
- Have an excellent knowledge of the rules and their application
- This role requires a high level of initiative, strong personal direction and event travel.
- Possess the respect of officials in the Branch
- Possess good communication, administrative and communication skills
- Respect in Sport certification or obtained upon hiring
- Strong organizational, time management, and client service abilities
- Demonstrated ability to communicate verbally and in written form
- Proficiency in computer systems (Microsoft Office mandatory)

EXTENT OF SUPERVISION

- Responsible to the Chief Program Officer and Chief Administrative Officer through the Referee in Chief (RIC), Senior Manager of Programs and Senior Manager of Finance and Administration

DESCRIPTION OF DUTIES

The Officiating and Administrative Assistant will perform the following key duties:

COMMITTEE ADMINISTRATION:

- Staff resource to the Officiating Committee (Chair – Referee in Chief)
- Assist in identifying subject matter specialists for the Officiating Committee.
- Prepare meeting agendas in Coordination with the Referee in Chief

COMMITTEE ADMINISTRATION:

- Staff resource to the Officiating Committee (Chair – Referee in Chief)
- Assist in identifying subject matter specialists for the Officiating Committee.
- Prepare meeting agendas in Coordination with the Referee in Chief
- Proof meeting minutes and receive approval from RIC prior to their distribution.



OFFICIATING PROGRAM ADMINISTRATION:

- Act as staff resource to the Minor Officiating Program Delivery Groups
- Recommend and recruit Minor Officiating Delivery group members
- Manage Hockey Canada Officiating Program (HCOP) supplies and BC Hockey resources
- Coordinate delivery of the HCOP Certification and Curriculum
- Coordinate Clinic Schedules in cooperation with Minor Officiating Delivery Group Members
- Prepare directives and technical bulletins to BC Hockey officials, as directed
- Design promotional officiating opportunities
- Collaborate with program generalist regarding officiating scholarships and external sport credits.
- Annually review the Officiating Criminal Record Check Process
- Prepare Branch and National reports as required
- Work with Communications department to promote officiating initiatives or news releases.
- Coordinate the male and female Officiating Program of Excellence (OPoE) in cooperation with RIC and the appropriate Delivery Group Members (Branch Above Minor Facilitator, Minor Facilitator and Female HP Officiating Facilitator)
- Provide RIC with a list of qualified officials for OPoE programming in coordination with Minor Delivery Group Members
- Assist in designing workshops for above minor delivery group.
- Assist in designing minor program delivery group seasonal plans.
- Deliver Provincial Level 4 and 5 seminars and the Hockey Canada Officials Program in cooperation with RIC and Above Minor Facilitator.
- Deliver BC Hockey officiating recruitment and retention plan
- Deliver Minor Development programming:
 - Summer Officiating Schools
 - Grassroots initiatives (WHL & NHL officiating events)
 - Updating of online resources
- Review Game Incident Reporting system annually
- Deliver standards for the HCOP supervision/mentorship program (Officiating Development form within the HCR).
- Assist in building / recommending the program budget.
- Such additional duties as may be delegated by the Referee in Chief

Administration/Registration:

Duties include but are not limited to:

- Review and processing of Carded team rosters on the Hockey Canada Registry (HCR)
- Review and processing of Recreational team rosters on the HCR
- Report abnormalities to the Senior Manager, Finance and Administration
- Communicate with Minor and District Associations to ensure rosters meet District and BC Hockey criteria
- Review and processing of Bench Staff Certifications; i.e. CATT Certifications (Concussion Awareness Tool)
- Assist with Game incident reporting
- Provide registration information and assistance as requested
- Completion of tasks as assigned by the Senior Manager, Finance and Administration





Resumes will be accepted prior to Friday, September 7 at 4:30 PM. Only those candidates selected for interviews will be contacted. Please email applications to hr@bchockey.net.

