

Rocky Mountain

ATHLETIC ASSOCIATION

REFEREE COORDINATOR POSITION DESCRIPTION

PURPOSE

The Rocky Mountain Athletic Association, comprising the Carstairs Minor Hockey Association, Crossfield Minor Hockey Association, Didsbury Minor Hockey Association and Renegades Minor Hockey Association (hereinafter the 'Member Associations'), is interested in securing an individual to manage the coordination of all referees within the Association's jurisdiction and invites interested parties to apply.

POSITION DUTIES

The successful candidate shall be responsible for the following:

- 1) Management of a database of referees residing within the Association's jurisdiction including contact information, payment information and referee certification level;
- 2) After receiving notification by each Member Association, assignment of referees to each applicable game;
- 3) Providing a monthly reconciliation to each Member Association that includes the following:
 - a. Game Date and Time;
 - b. Referee(s) assigned to the game;
 - c. Total payment amount for each referee(s);
 - d. Payment details for each referee(s).
- 4) Coordination with each Member Association Referee in Chief as needed on complaints or disciplinary action related to Members, Coaches or Referees.

PAYMENT DETAILS

The Association is prepared to reimburse the successful candidate in accordance with Hockey Alberta Officials Rates Sheet which is currently set at \$125.00 per team. The amount of teams that the Association is currently intending to have assigned is approximately 20 to 25.

In addition to this, Member Association's may request the successful candidate to assign referees for tournaments held within their jurisdiction. In this instance, the Member Association will be responsible for remitting to the successful candidate an amount of \$6.00 per game slot (for clarification, U9 half ice games will be billed as one time slot).

The successful candidate will receive six (6) equal payments from the Association on a monthly basis between the months of October and March during the season.

QUALIFICAITONS

The Association is interested in all applications, but may prioritize those that:

- 1) Have previous experience with a referee coordination or ice coordination role;
- 2) Have previous experience with a Member Association;
- 3) Have strong organization and communication skills.

OTHER DETAILS

The term on this position is initially for a one year period to cover the 2024/25 hockey season beginning in September.

Interested parties are encouraged to submit an email detailing their interest to president1.rmaa@gmail.com by May 31st 2024.