

Coordinator, Officiating-Assigning (Contract)

VISION

Everyone's Game

MISSION

Through our membership, we promote:

- Access
- Development
- Fun
- Inclusivity
- Life Skills
- Safety

COMPANY OVERVIEW

Hockey Calgary is a member of Hockey Alberta and is the governing body for all minor hockey in Calgary from U7 to U21 (ages 4 to 21). Hockey Calgary is the largest Minor Hockey Association in Alberta and one of the largest in North America. Hockey Calgary has 19 member organizations with over 14,000 players, 3,000 coaches and 1,100 officials. Hockey Calgary prides itself in finding ways to grow the game and ensure a positive and fun experience for everyone involved.

POSITION: Coordinator, Officiating

REPORTS TO: Executive Director

SUPERVISES: N/A

POSITION TYPE: 9 Month Contract (with potential to extend)

PURPOSE: The Coordinator of Officiating-Assigning will play a lead role in the coordination, development, scheduling and payment of all officials that work within the Hockey Calgary program. The successful candidate is a member of the Hockey Calgary staff and will be tasked with liaising regularly with the Central Region Officiating Sub-committee and attending regional meetings as scheduled. In this role the candidate must portray a positive image of Hockey Calgary with all key stakeholders, partners, volunteers and member organizations for the betterment of the game.

Job Description

Assigning

- Ensure all officials are educated on 'Assigning System'
- Support the Official Assigning process for all Hockey Calgary Games, to the extent possible, with the maximum number of officials permitted for each level of hockey
- Track number of games each referee officiates
- Respond to schedule and referee availability changes in a timely manner
- Assign local tournaments as requests are approved throughout the season
- Work with the Central Region Officiating Sub-committee to adjust officials' rankings based on supervisions, coaching and other feedback as necessary
- Advise the Hockey Calgary ice scheduler on any supply constraints
- Become a technical expert of the Central Region assigning system to assist officials in updating availability to maximize their potential to receive assignments
- Follow the direction of the Central Region Development team for certain assignments including playoffs, provincial tournaments or high-profile games
- Managing the payroll for all officials that officiate in the Hockey Calgary system
- **NOTE: there will be other Assignors on separate contracts**

Mentorship

- Work with Central Region to strengthen mentorship program
- Develop a program to ensure 1st time officials have support for their initial games
 - Goal to have 'All Officials' mentored at least 1 time
- Identify and maintain a list of qualified mentors to assign to games as required
- Respond to requests for mentorship from officials
- In partnership with Central Region Officials Committee arrange mini clinics and information sessions to support ongoing referee development throughout the course of the season

Clinic Management

- Work with Central Region Clinic Coordinator to plan clinic schedule for upcoming season
- Secure ice for clinics
- Secure Clinic Instructors for each clinic
- Book meeting rooms for all clinics
- Promote all clinics
- Determine optimal # of officials needed for the upcoming season

Recruitment & Retention

- Develop strategies to identify and recruit new officials
- Create and manage initiatives to retain current officials
- Build and maintain relationships with other assignors/associations/sport organizations to share best practices and resources when required

Payment of Officials

- Create profiles for new officials in ADP WorkForce
- Export game assignments from RAMP and reconcile against Hockey Calgary Scheduler, updating game fees in the Scheduler as required
- Maintain list of adjustments ensuring the balance ties to the ADP clearing account in Quickbooks
- Prepare ADP import for each pay cycle, ensuring any adjustments from past cycles are included
- Investigate direct payments that are not accepted by the receiving bank

Committee Responsibilities

- Central Region Officiating Committee
 - Liaise regularly with different members of the committee (clinics, grassroots, official's coaching etc)
 - Attend all meetings & share insights
- HC Operations Committee
 - Member of Committee
 - Provide information and education from Central Region to Club Presidents

Official Education

- Provide education updates to all officials
- Work with the Central Region Referees Subcommittee to know and understand basic, intermediate and advanced officiating rules, procedures and techniques
- Be a resource for all officials – call or text in

Game & Conduct

- Be the point of contact for any discipline issues regarding officials in Hockey Calgary sanctioned games
- Advise the Central Region Referees Sub-committee on any officials who may require review or support for their on-ice performance
- Provide review in support of Hockey Calgary's Video Review Policy decisions
- Participate in Hockey Calgary Game & Conduct Committee and help advise on any appeals regarding rule application for on ice activities (TBD, based on experience)

Miscellaneous

- Any other duties as requested by the Executive Director.
- Attendance at the Hockey Calgary AGM.
- Maintain strong working relationships with all HC staff, Central Region Subcommittee members, HC Member Organizations, Hockey Alberta, governors, league chairs and volunteers

QUALIFICATIONS

- Excellent written, verbal and electronic communication skills
- Outgoing, organized and enthusiastic
- Proficient with Excel and data import and export processes
- Experienced with MS Office 365 (SharePoint, Outlook, Word)
- Must work well in a team environment
- Willingness to work flexible hours, including evenings and weekends
- General knowledge of the Hockey Alberta Officiating landscape
- General knowledge of the Hockey Calgary structure
- Experience as an official or as an assignor of officials is beneficial
- Proficient in the Hockey Canada Rule Book and Hockey Canada Officiating Procedures
- Valid Class 5 Drivers License

Please send your resume and cover letter complete with salary expectations to Kevin Kobelka, at kevin.kobelka@hockeycalgary.com

Application deadline: July 15, 2026

For more information, please contact: Kevin Kobelka, at kevin.kobelka@hockeycalgary.com