

NORTH AMERICAN HOCKEY LEAGUE
Job Description (*TENTATIVE*)

OFFICIATING COORDINATOR

BASIC FUNCTION

To develop, implement and supervise all activities associated with officiating for the North American Hockey League (NAHL) and the North American 3 Hockey League (3HL).

REPORTING RELATIONSHIPS

The Officiating Coordinator reports directly to the Commissioner and the Board of Governors of the NAHL. In addition, he/she will work closely with the USA Hockey Officiating Development Program on matters related to officiating development. The Officiating Coordinator must establish a positive working relationship with all these bodies based on cooperation and trust.

SPECIFIC RESPONSIBILITIES

NAHL/NA3HL Officiating Program

Formulate and monitor the identification, recruitment, training, assignment and supervision of officials for the NAHL Tier II and 3HL Tier III leagues. Work closely with league representatives on matters concerning officiating and discipline. Develop and institute a supervision program to aid in the identification and training of league supervisory staff. Coordinate travel and assignment of officials and supervisors for all games in the respective leagues.

Develop and operate a pre-season training camp for selected officials who will work games in the leagues. Work with league representatives to standardize rule interpretations and develop consistency in the level of officiating throughout the leagues.

Develop and promote a strong working relationship with USA Hockey's Officiating Development Program and the various professional and NCAA leagues, including possible exchange programs. Develop opportunities for officials to develop skills and progress up the officiating ladder to work the highest levels of hockey available.

Be available to scout and recruit officials for participation in the leagues. Give presentations on the program and the benefits of becoming an elite level official.

Work diligently to create and foster a positive environment in which developing officials can compete and hone their officiating for the betterment of the game.

RELATED DUTIES AND RESPONSIBILITIES

Serve as a resource person and assist in identifying and promoting talented officials. Be available to assist them with issues pertaining to elite officiating development.

Arrange the logistics for all meetings of supervisory staff, program participants and pre-season officiating camps. Prepare an annual report, including an officials evaluation summary of the officiating program.

Handle all incoming correspondence and grievances regarding league officiating. Serve as a go between during conflicts between member teams, leagues and officials on issues pertaining to officiating. Answer all correspondence and questions concerning the interpretation of the playing rules from team personnel and officials.

Develop and manage a budget for the operation of the officiating program, including authorization of approved expenses.

Varios other duties as assigned by the NAHL commissioner.

IDEAL CANDIDATE

A bachelors degree with a major in education or sports administration is strongly preferred.

A superior knowledge of hockey officiating is essential. Strong writing skills, knowledge of publication procedures and visual instruction skills are all necessary. Interpersonal communication skills are required to a high degree. Organizational and leadership skills are essential. A minimum of five years officiating experience is necessary. Prefereably, such experience should be at a variety of levels from grassroots to elite. Supervisory experience is preferred.

The Officiating Coordinator must be willing to relocate to a central and convenient location for the leagues, if necessary. Out of town travel on weekends and throughout the summer is very much a standard part of the job.

Computer skills are helpful and strongly preferred.

Personal characteristics and traits of the ideal candidate:

1. Organizational and administrative skills.
2. The ability to work with others, particularly in a volunteer setting.
3. The ability to work on a wide range of projects simultaneously.
4. Enthusiasm: genuine interest in the task at hand.