



DESCRIPTION/DUTIES

Ref Assignor

Job Title:	Ref Assignor	Revised Date:	November 5, 2023
MHA:	Kerry Park Minor Hockey Association	Term:	For the hockey season

Description

The Ref Assignor is the central figure in scheduling on-ice officials for all KPMHA team home games for; tryouts, exhibition play, REP mini tournaments in September, placement games, tournaments, Junior Division Jamboree and end of season playoff games. The Ref Assignor is responsible for ensuring that all home games at the two arenas for KPMHA teams have enough qualified on ice officials for the game and/or an on-ice supervisor in place. This position is also the main communicator to all the on-ice officials for any events and updates.

Key Accountabilities

- Assigning officials manually in an excel spreadsheet for rep tryout games.
- Assigning all league and exhibition games for U8/U9 to U18A and Brentwood school games held at KP arena and SLS arena.
- Cross checking TeamSnap/ice schedules online at <http://www.islanderhockey.ca/content/ice-schedule> and manager email requests to ensure everything is lined up.
- Keeping track of new officials who are interested in doing the new official certification
- Sending out emails throughout the season and the initial email with instructions to the new officials on next steps.
- Helping families set up their Spordle Play account for official assigning.
- Sending out emails at the beginning of the season and throughout the season to obtain officials bank account information for their pay to be directly deposited.
- Assigning new officials in a rotation with a supervisor and following up with supervisors to ensure officials are where they need to be placed as far as their level.
- Giving game numbers to U8/U9 teams.
- Ensuring all officials are placed in games where they are challenged yet level appropriate.
- Communicating to managers when necessary.
- Communication with KPMHA VP Admin Director and KPMHA Bookkeeper when necessary.
- Communication and updates from KPMHA Referee-In-Chief (RIC).
- Checking official pay rates and any updates to rates plus how much development money is in place for referees for the season with KPMHA VP Admin.
- Share login to Spordle play.

Experience

- Good communication skills.
- Organized with good time management skills.
- Highly confident using several computerized programs and previous scheduling of any kind would be an asset.