



POSITION DESCRIPTION

Position Title: Referee Allocator

Accountable to: President, VP Development, VP Operations

Supports: SMHA Officials (referees and lines people)

Term: 1 Year (appointed annually by SMHA Executive Committee)

Honorarium: \$5,500 annually

Purpose / Summary: Coordinates the scheduling and general supervision of Stettler Minor Hockey Association (SMHA) officials, while supporting a positive and development-focused officiating environment.

KEY RESPONSIBILITIES

- Recruit and maintain a roster of SMHA officials, including contact information, certification levels and officiating qualifications.
- Assign officials for SMHA games and oversee overall officials' game schedule, striving for equitable game allocation and appropriate alignment of experience and skill level.
- Liaise with SMHA Ice Allocator to ensure officials are scheduled for all games and tournaments.
- Serve as the primary point of contact for SMHA officials, facilitating communication between officials and the Board of Directors.
- Support development and mentorship opportunities for officials throughout the season.
- Coordinate referee retention and appreciation initiatives, including programs such as Official of the Month and Referee Bucks.
- Review and submit referee reports to the appropriate teams, leagues, and governing bodies.
- Communicate regularly with the SMHA Treasurer to ensure accurate billing, tracking and payment to officials for game fees and travel allowances.

REQUIRED TIME COMMITMENT

- Approximately 10 hours per week throughout the hockey season.
- Attend monthly SMHA Board meetings and provide updates related to officiating matters.
- Organize Ref Development Meetings at least once every 6 weeks throughout the season.

QUALIFICATIONS & COMPETENCIES

- Strong communication and organizational skills.
- Keen attention to detail.
- Computer proficiency, including email, Word and Excel.
- Reliable access to a computer and internet connection.
- Comfort providing mentorship and constructive feedback.
- Experience as a minor hockey official and familiarity with SMHA, Hockey Alberta and Hockey Canada policies is considered an asset.