



## POSITION DESCRIPTION

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**Position Title:** Ref Allocator

**Accountable To:** President, VP Development, VP Operations

**Purpose/Summary:** The Ref Allocator helps provide Stettler Minor Hockey a harmonized method of communication with officials. This includes equitable distribution of games to all officials involved with Stettler Minor Hockey. This position is appointed on an annual basis.

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### RESPONSIBILITIES

- Is responsible for securing and scheduling all officials required for Stettler Minor Hockey.
- Regularly consults with the SMHA board to determine and resolve any scheduling problems.
- Communicates with the Treasurer to ensure accurate billing and payment to all officials for game fees and travel allowances.
- Maintain a record of all SMHA Officials names, contact information, certificate numbers and levels.
- Assign and Maintain SMHA officials schedule for all games.
- Ensure fairness of games, trying to utilize all SMHA officials.
- Acts as a liaison with the SMHA Ice allocator to ensure all games will be coordinated.
- Ensure all Ref reports are distributed to the appropriate team and submitted to the league and/or Hockey Alberta.
- Attends all Board Meetings.
- Host Ref Development Meetings AT LEAST ONCE EVERY 6 Weeks

### REQUIRED TIME COMMITMENT

- Phone calls, emails and texts with officials, Stettler Rec Centre, Stettler Minor Hockey Board, and Stettler Minor Hockey Teams.
- Approximately 10 hours a week.
- Attending monthly Board meetings
- Preparing reports for meetings.

### QUALIFICATIONS & COMPETENCIES

- Being familiar with SMHA Policies and Procedures.
- Past experience and knowledge of hockey protocols.
- The ability to communicate effectively.
- Attention to detail.
- Competent with computer programs such as Excel and Word.
- The ability to commit to regular meetings.