



# INFORMATION BULLETIN

To: Members

Bulletin No: 21-03

From: Hockey PEI Management Committee

Date: June 09, 2021

Subject: Call for Interest – Positions on Hockey PEI’s Officiating Committee

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Following the Annual Review of Hockey PEI’s Officiating Committee, it was concluded by the review committee that that re-alignment and restructuring of the committee’s layout and roles would be beneficial to Hockey PEI’s Officiating Program. Therefore, Hockey PEI is now accepting applications for the following updated positions on the Officiating Committee listed within.

- **MANAGER OF OFFICIATING**

The role of the **Manager of Officiating** shall include the following:

- Attend all Officiating Committee meetings.
- Call and preside at all meetings of the Officiating Committee.
- Represent the Officiating Committee on the Hockey PEI Board of Directors as the representative from the Officiating Committee.
- Shall be a voting member of the Hockey PEI Board of Directors.
- Represent Hockey PEI at designated Hockey Canada meetings and/or events.
- Provide support and direction to other members of the Officiating Committee.
- The Manager of Officiating shall be responsible for reporting to and advising the Hockey PEI Board of Directors on matters related to all aspects of officiating.
- Be a resource to the branch and MHA Referees-in-Chiefs on Hockey Canada playing rule interpretations and clarifications.
- Monitor the playing rules and recommend revisions to the playing rules and the case book.
- Serve on any Work Groups as requested.
- Such additional duties as may be delegated by the Hockey PEI Board of Directors from time to time.
- The Manager of Officiating position should have a background in officiating within the Hockey Canada Officiating Program structure and be knowledgeable and supportive of the current officiating program, procedures, techniques and playing rules.
- The Manager of Officiating shall participate in the selection of other Officiating Committee positions.
- The Manager of Officiating is responsible for the Officiating Committee’s annual budget and reporting process in consultation with the Officiating Committee members.



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- The Manager of Officiating shall be paid an honorarium as outlined in the Hockey PEI Finance Policy.

- **DIRECTOR OF SUPERVISION**

The role of the **Director of Supervision** shall include the following:

- Manage the team of supervisors within the Officiating Committee.
- Be responsible to train and educate all supervisors.
- Shall be responsible for the assignment of game supervisors.
- Responsible to ensure supervisions are completed and submitted to game officials in a timely manner;
- Working in collaboration with the Manager of Officiating and the supervision team, make recommendation for future game assignments based on supervisions.
- Working in conjunction with Hockey PEI staff, manage the budget and expenses related to the supervision program.
- Provide an annual report to the membership and Hockey PEI.
- The Director of Supervision shall report to the Manager of Officiating, who in turn reports to the Board of Directors of Hockey PEI.
- The Director of Supervision shall be paid an honorarium as outlined in the Hockey PEI Finance Policy.

- **DIRECTOR OF CERTIFICATION, TRAINING AND DEVELOPMENT**

The role of the **Director of Certification, Training and Development** shall include the following:

- Attend all Officiating Committee meetings.
- In consultation with the Manager of Officiating the Director of Certification, Training and Development shall:
  - Manage and administer officiating clinics.
  - Recruit clinic facilitators. All facilitators shall be approved by the Officiating Committee.
  - Train, manage and schedule clinic facilitators.
  - Establish clear clinic delivery guidelines conducive to learning.
  - Manage the Hockey PEI Officiating High Performance Program (OHPP) Camps in conjunction with the Hockey PEI Player High Performance Program Spring and Summer camps. This may include but not limited to scheduling of officials, supervision and off ice activities, training, and programming.
- Manage clinic inventory with Hockey PEI staff.
- Develop clinic schedules with assistance from the Hockey PEI Technical Director.
- Develop curriculum for officiating clinics in line with Hockey Canada programming.
- The Director of Certification, Training and Development should be trained as a Hockey Canada master course conductor.
- Assist with the establishment and implementation of an official's recruitment plan for any new officials.



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- Working in collaboration with the Zone RIC's help manage a Mentorship Program for MHA's and officials.
- Ensure all officials attain all necessary certification requirements. CRC, RIS, Level certification, etc.
- Work with Manager of officiating and Zone RIC's to establish a development plan specific to each level of officiating. I.e., Development Stage, Member High Performance, National High Performance.
- The Director of Certification, Training and Development shall be paid an honorarium as outlined in the Hockey PEI Finance Policy.

- **DIRECTOR OF FEMALE OFFICIATING**

The role of the **Director of Female Officiating** shall include the following:

- Attend all Officiating Committee meetings.
- In consultation with the Manager of Officiating the Female Officiating Director shall:
  - Establish and initiate a plan to grow and develop female officials within Hockey PEI.
  - Be active in the recruitment of female officials and establishing a network.
  - Promote and increase the visibility of female officials in conjunction with Hockey PEI's Manager of Communications.
  - Be an advocate and provide support for female officials with Hockey PEI.
- Work with the zone RIC's to identify and lead female development opportunities, including but not limited to female officiating clinics, female tournaments, officiating assignments, supervision etc.
- Work with the Senior Officials Assignor and the Manager of Officiating on identifying female prospects to work in the PEI Midget AAA Female and AUS leagues.
- The Director of Female Officiating shall be paid an honorarium as outlined in the Hockey PEI Finance Policy.

All Interested individuals are asked to submit their interest and qualifications to Hockey PEI at [info@hockeypei.com](mailto:info@hockeypei.com), Attn: Management Committee, no later than June 25th, 2021

Regards,

Management Committee  
Hockey PEI