

CURLING ALBERTA HEAD OFFICIAL

Job Description & Posting



Job Title: Head Official

Job Type: Contract, part-time

Reports to: Executive Director

Job Purpose: To build leadership capacity and officiating excellence in our sport by training and educating officials.
To ensure all aspects of Curling Alberta officiating training and professional development opportunities are executed with excellence.
To ensure that Curling Alberta produces enough officials to support its competitive structure, and to ensure that succession plans are in place for higher level and key positions.
To ensure that Curling Alberta's competitions policies reflect the broader rules of the sport and the perspective of the officials.
Exemplify the highest level of professionalism and help to build a culture of trust.

Hours and Nature of Work

- This is a part-time position, paid by honorarium.
- There is great variability/flexibility in the work schedule, including evenings, weekends and some travel requirements to meetings, courses, and events. There is an expectation to be largely available by phone during the season. If the Head of Officials is detained or for some reason unavailable for an extended time (i.e. sick or away), they will inform Curling Alberta's Executive Director and assign one to three senior and high-level officials to be on-call during the absence. The primary reason for this availability is to act as a consultant for other officials or Curling Alberta staff in urgent competitive situations.
- This position will be based in the incumbent's home, but they will be welcome to office space and supplies at either Curling Alberta's head office or its satellite office in Calgary.
- The incumbent will be required to provide their own reliable transportation.
- Curling Alberta will provide supplies and any equipment (i.e. laptop and office supplies) as per its inventory.

Primary Duties

- Ensure that a qualified Chief Umpire (and Deputy Chief Umpire for applicable events) is assigned to each provincial qualifier and championship with assistance from Regional Officiating Coordinators;
- Liaise with Chief Umpires prior to and during competition as required;
- Participate on Curling Alberta's Competitions Working group as requested;
- Develop and regularly update all guidelines in the Google Drive to promote consistent officiating at all Curling Alberta competitions. Competition Coordinators are to be notified on updated documents to ensure the newest material is used;
- Create and update a set of templates for team meetings and any other required documentation with the assistance of staff;
- Develop the training structure and implement the certification structure;
- Develop a formalized mentorship program/expectations;

- Develop and implement pilot evaluation system;
- Assist Competitions Coordinators to create, monitor, and maintain an accurate and up-to-date provincial database of officials;
- Assist Curling Alberta's administrative staff to ensure that sufficient courses are planned and delivered;
- Host regrouping/season kick-off meetings as planned and approved by the Executive Director;
- Develop succession plans for key leadership positions;
- Advise Competitions Coordinators to ensure a proper inventory of materials and equipment are maintained by Curling Alberta;
- Assist to ensure that applicable pages of Curling Alberta's website are relevant and up-to-date;
- Consult with staff to guide promotion and recruitment strategies;
- Produce regular material for Curling Alberta's e-newsletter;
- Assist to produce resources or other materials as needed;
- Propose and manage the approved officiating budget;
- Provide input to the ED on the development of the strategic and annual business plans;
- Attend staff meetings and planning exercises as requested;
- Attend events and team meetings as per discretion and budget.
- Budget and capital expenditures
- Review officials' reports and address any issues that are identified.
- Participate in a year end evaluation and submit a report to the ED.

Qualifications

- Minimum Curling Canada Level III Official
- Must have knowledge and understanding of all Curling Alberta competitions, rules, and policies.
- Must be current with all Curling Canada rules.

Personal Characteristics

- Exemplary communication and interpersonal skills; able to communicate comfortably and effectively with people at any level, always maintaining a gracious and professional manner.
- Organized and self-motivated; strongly goal and results oriented with success in setting and meeting objectives.
- Accustomed to working in fast paced environments; enterprising and resourceful under pressure.
- Ability to work well independently and in team settings.

Compensation

- \$3,000 honorarium per season. Any out-of-pocket expenses will be paid in accordance with Curling Alberta's Expense Policy.

To Apply

Please email a resume and cover letter to Curling Alberta's Executive Director, Jill Richard, at jill.richard@curlingalberta.ca by **June 9, 2023**.