



Regional Officials' Coordinator Position Description

Job Title:	Regional Officials' Coordinator
Job Type:	Contract, part-time
Reports to:	Head Official
Job Purpose:	To support Curling Alberta's Head Official by assigning qualified and local Chief Umpires to all provincial qualifiers in their region. To build leadership capacity and officiating excellence in our sport by assisting to coordinate, train, and educate officials. To assist in recruiting new officials and to assist with succession plans.

Hours and Nature of Work

- This is a part-time position, paid by honorarium, with most of the hours required before the curling season. There is great variability/flexibility in the work schedule. There is an expectation to be largely available by phone to handle any changes or cancellations as they occur. If the Head of Officials is detained or for some reason unavailable for an extended time (i.e.- sick or away), he or she 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.
- This position will be based in the incumbent's home, but he or she 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 equipment (i.e.- laptop and office supplies).
- This opportunity is open to anyone within Curling Alberta's boundaries.
- Accepting this role will not preclude oneself from officiating at Curling Alberta's events. The final schedule will be subject to approval of the Head Official to ensure fairness and avoid potential conflicts of interest. Curling Alberta encourages its Regional Coordinators to remain active as officials.

Primary Duties

- Ensure that a qualified Chief Umpire (and Deputy Chief Umpire for applicable events) is assigned to each provincial qualifier with guidance from Curling Alberta's Head Official.
- Liaise with Chief Umpires, Curling Alberta's staff, and the Head Official prior to and during competition as required.
- Encourage others to become trained officials.
- Assist to develop succession plans for key leadership positions.
- Stay up to date with Curling Canada's rules, as well as Curling Alberta's current Competitors' Guide and related appendices and policies.
- Attend all officials' regroupings as requested by the Head Official.

Qualifications & Personal Characteristics

- Minimum Curling Canada Level II Official.
- Must have knowledge of Curling Alberta competitions, rules, and policies.
- Must be organized and self-motivated.

Compensation

- \$300 honorarium is payable in two installments (one in December and one in March) upon submission of invoices. Any out-of-pocket expenses will be paid in accordance with Curling Alberta's Expense Policy.

Anyone interested in this position is encouraged to email Curling Alberta's Head Official, Cheryl Minns (cheryl.minns@curlingalberta.ca). The deadline for expressions of interest is August 15th, 2023 (resumes are not required).