



BRANCH Referee-in-Chief
POSITION DESCRIPTION

- APPROVED:** November 17, 2009
- POSITION TITLE:** Branch RIC
- REPORTS TO:** Board of Directors
- TERM:** Elected for a two (2) year term by the Board of Directors in the opposite year of President.
- PURPOSE:** To foster, encourage, promote and administer Referee initiatives at all levels in the Hockey North Branch.

**GENERAL DUTIES
OF Branch RIC:**

Attend Board of Director meetings on monthly basis in accordance with Hockey North Bylaws (usually 6-8 conference calls per year with possibly one face-to-face meeting)

Be representative of their respective stakeholders at Board of Directors meetings, and that Board messages are communicated back to the stakeholders. This includes phone, electronic and in person communication on an ongoing basis.

To act in accordance with the Code of Conduct Policy of Hockey North.

To operate meetings of the stakeholders, communicating time and location (Where applicable.)

To actively participate in Committee and/or Council appointments as directed by President.

To understand, participate, approve and communicate the Budget, and Budget Planning Process of Hockey North.

To understand, participate, approve, and communicate the Policy Making Process of Hockey North and to be familiar with Policy of Hockey North

To understand, participate, approve and communicate the yearly Operational Planning Process of Hockey North.

To communicate with the President and other members of the Hockey North Board.

To prepare written or verbal reports for each Board Meeting and a written report for the AGM, updating progress of their area of responsibility.

To represent Hockey North Board of Directors in a positive and professional manner. To work with the President, Executive Committee and volunteer staff as required to ensure accurate messages of the operation, planning and policy of Hockey North are shared with the members.

GENERAL DUTIES OF POSITION

To provide an opportunity for Official's Meetings (via conference call or face-to-face) and communicate the dates and locations on an annual basis.

To bring forth budget requests, information, and comments respective to moving the Officials Program forward within the Branch to the Board of Hockey North.

To actively communicate with members of their constituency including phone, electronic and in person. All Officials Directives shall be approved by the Board and will be guided by the Budget throughout the current hockey season.

To attend Hockey Canada National Meetings representing the Hockey North Board, the Zone RIC's and the Zone Members of the Branch, ensuring to bring Hockey North's Board approved position to meetings. Also to bring information back from the meetings to the Board of Directors, Zone RICs and the Zone Members of the Branch.

To prepare written reports for Hockey Canada Council Meetings and present back to Board of Directors, also to prepare summary written report of Council meetings to be presented to the Executive Committee and Board of Directors.

To present an Operational Plan to move the Officiating Program forward on an as needed basis or as requested by the Board.

SPECIFIC DUTIES OF POSITION:

To ensure all Hockey Canada directives are passed on to Zone RICs.

To ensure all Hockey Canada Bulletins/Rule Emphasis are passed onto Zone RICs

To work in cooperation with Zone RICs to ensure all Hockey Canada directives are adhered to.

To work with Zone RICs to ensure Branch Official Code of Conduct is adhered to.

To work with Zone RICs to ensure all information is gathered in a timely manner and forwarded to Branch RIC so it may be supplied to Hockey Canada as directed, usually with specific deadlines as Branch certification numbers, Branch Male/female numbers and Branch Official ratings.

To work with Zone RICs to ensure Hockey Canada/Hockey North policies are adhered to.

To work in cooperation with Zone RICs to oversee assigning of officials to major events in a fair manner and one that encourages the progress and development of officials from Level 1 to Level 4 positions within the Branch.

To be made aware of, and approve, all disciplinary actions proposed by Zone RICs toward certified officials in any given year to ensure they adhere to the HCOP policies and guidelines.

To work with Hockey North Board, Zone RICs and other Branch RICs in the development of exchange programs and other training opportunities which may benefit Hockey North officials.

To work with Zone RICs to ensure proper number of supervisions are being done during hockey season and having the results of such supervisions made available upon request.

Approve the annual and monthly budgets of the Branch.

Maintain the communication lines between the Hockey North Board, the Zone RICs and the Zone Members.

REQUIRED SKILLS:

- A keen interest in Hockey.
- Experience in a non profit volunteer organization at an administrative level.
- Dedicated and highly motivated.
- Able to liaise well with staff, fellow Directors and Councils.
- A self starter with patience, common sense and self control.

TIME COMMITMENT:

- This position requires work throughout the calendar year with a short break of approximately two weeks in June
- Attend regularly scheduled meetings for Board of Directors, Zone Commitments and Hockey Canada Council and assignments as designated.