
HOCKEY EASTERN ONTARIO

One Team, One Mission, One Goal



Bulletin: 2020/21-8

To: District Chairs, MHA's, Junior League, Junior Teams, SHEO, Special Hockey

CC: HEO Board of Directors, HEO Staff

From: Debbie Rambeau Executive Director HEO

Date: September 30, 2020

Re: **HEO RIC**

Hockey Eastern Ontario (HEO) is currently accepting applications for the position of a volunteer appointment with a reasonable honorarium (amount to be determined by HEO Board of Directors).

Branch Referee-in-Chief (HEO-RIC)

Please see attached job description for the position. The deadline to apply is Friday, October 9th, 2020 at 11:59 pm (Ottawa time).





Job Description: Branch Referee-in-Chief (HEO-RIC)

Hockey Eastern Ontario (HEO) is currently accepting applications for the position of:
Branch Referee-in-Chief (HEO-RIC).

Date of posting: Wednesday, September, Sept. 30, 2020;

Deadline to apply: Friday, October 9, 2020 @ 11:59 p.m. (Ottawa time).

Position type: Volunteer appointment, Board of Directors

With reasonable honorarium (amount to be determined by HEO Board of Directors)

Duration: 2-year term (term is to be renewed every two years based on performance and evaluations)

Hockey Eastern Ontario (HEO) is seeking an individual with the qualities below in order to fill the volunteer role of the **Branch Referee-in-Chief (HEO-RIC):**

- a strong background in officiating;
- above average organizational skills;
- fair and equitable attributes;
- transparent;
- respectable;
- excellent communication and leadership skills.

The Branch Referee-in-Chief works with, and reports to, the **HEO Board of Directors** and works directly with the **HEO Executive Director** and **HEO staff**. In this role, the individual will work directly with local Junior Leagues, competitive minor hockey leagues, districts and the foundation of all great players, local minor hockey Associations.

In addition, it is also the intention of HEO to create an additional position, such as “Minor Council Referee-in-chief (MINOR-RIC) in order to oversee the umbrella of the Local Minor Hockey Districts, leagues and Associations (House & Rep-B).

Please note that the following RICs would collaborate, cooperate and report to the HEO-RIC:

- MINOR RIC;
- Junior A RIC;
- Junior B RIC;
- Junior C RIC;
- U18 AAA RIC, U13, U15 and U15 AAA RIC, U10 to U18 AA/A RIC.

The **HEO-RIC** will oversee all aspects of officiating development, assignments, coaching/evaluation, and program administration. *Please note that the HEO-RIC will NOT be remunerated for assigning and/or supervising games.*

A) RESPONSIBILITIES:

- Plan, coach and organize Officiating Development, opportunity of Assignments (for special event);
- Regular communications with the Districts RICs and Leagues RICs;
- Support and establish grassroots development;
- Plan and establish guidelines for recruitment, retention and promotion of referees;
- In collaboration with Leagues RICs and Districts RICs, oversee the conduct and evaluating systems of officials in Junior A, B, C, HEO U18AAA, U13 to U15 AAA, U10 to U18 AA/A and Minor RICs;
- Schedule and coordinate officiating clinic delivery and registration (online and in-class) with support from HEO staff;
- Establish and lead an official instructional delivery team (Officiating Development Coaches and mentors at all levels);
- Prepare officials for “Officiating Program of Excellence (OPOE)”, Hockey Canada Level VI, as well as other national and inter branch events and tournaments;
- Oversee scheduling of officials for branch Championship and events;
- Develop and oversee an Officiating Development tracking system so that officials are followed in their development path and recommendations for advancement or assignments are supported;
- Oversee supervision system of the Branch for all officials;

B) PROGRAM ADMINISTRATION:

- Report to HEO Board of Directors and regularly attend HEO Board meetings as requested;
- Provide a Monthly Progress Report;
- Monthly communications, notices and instructions to be collaborated and engaged via HEO staff;
- Attend the HEO Annual General Meeting (AGM) and provide a summary report of key items;
- Provide Branch officiating rankings to Hockey Canada;
- Oversee Branch High Performance Programs (spring and/or summer officiating camps);
- Provide guidance in Rules interpretation for HEO Board Members, HEO Staff and all RICs;
- Attend any Hockey Canada Officiating programs and/or meetings;
- Assist with the annual operating budget for officials;
- Work in collaboration with the Hockey Canada RIC

C) ADDITIONAL CRITERIA:

- Candidate must reside within the HEO Boundaries;
- Certified Hockey Canada official (but not currently active);
- On and off ice Experience with the Minor hockey system and the junior leagues;
- Knowledge of hockey programming within HEO;
- Strong working knowledge of the Hockey Canada Officiating Program;
- Demonstrated ability to communicate effectively (verbally and written);
- Hold a minimum of a Level III Certification.

D) APPLICATIONS:

- Interested candidates are asked to forward a resume as an email attachment in Microsoft Word to the Executive Director (Debbie Rambeau) at: drambeau@hockeyeasternontario.ca on or before **October 9, 2020 at the latest**;
- Include the name and contact information of two references;
- Include one page describing your past experiences, objectives, plan of action as well as your desired willingness to obtain the position;
- Only those candidates selected for interviews will be contacted.