



2010 ALBERTA WINTER GAMES



General Program Information

The U16 Team Alberta program (male and female) is a core Hockey Alberta Development Program. It provides all players, coaches, trainers and referees an equal opportunity to discover the great qualities of competitive hockey in a well-organized and fair Zone Camp and Select Team competition.

As part of the program an emphasis is placed on the development and identification of Alberta’s best hockey people; that might have an opportunity to represent Alberta at future national or international events. The U16 program leads able participants through the development process to the Team Alberta Program – U17 (male) or U18 (female).

2010 Alberta Winter Games (Female): Bonnyville, AB ⇨ February 4-7, 2010

- We are looking for one director of operations to oversee and manage each of the eight Alberta Winter Games Zone Teams through a zone camp, training camp and competition.
- Players (female) invited to tryout will be registered with Hockey Alberta during the 2009-2010 hockey season and born between 1995 - 1998.
- Applicants should have experience / knowledge working with minor hockey teams or tournament organization.

Program Timelines and Expected Commitment

All zone team staff are expected to commit 100% to the following activities:

<i>Activity</i>	<i>Date/Location</i>
<i>Short Term Competition Seminar (Mandatory Attendance)</i>	<i>October 23-24, 2009 (Red Deer, AB)</i>
<i>Zone Camps</i>	<i>December 11-13, 2009 (various locations)</i>
<i>Team Training</i>	<i>January (various locations)</i>
<i>Competition</i>	<i>February 4-7, 2009 (Bonnyville, AB)</i>

Director of Operations Role Outline

Qualifications:

- Minor hockey background and/or experiences.
- Experience in taking a group of people through a project, tournament, or special event.
- Respected individual within Hockey Alberta community.
- Knowledge of Microsoft office, or similar programs.
- Strong commitment, personal interest in the developing athletes, coaches and referees.
- Good organizational, budgeting skills.



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Reports to:

- U16 Team Alberta Female Provincial Coordinator & Hockey Alberta Program Coordinator

Responsible for:

- Implementation of the processes outlined in the Director of Operations Manual as developed by the Hockey Development Committee.
- Communicates regularly with the Hockey Alberta Provincial Coordinator or staff liaison on all matters pertaining to the operation of their respective Zone Camp.
- Coordinates all aspects of the selection camp operation in consultation with Hockey Alberta.
- Negotiates the necessary facilities for the zone camp (*i.e. arena rentals, classrooms and additional requirements as identified in the Director of Operation Manual*).
- Obtains the necessary local, volunteer support staff to assist with the operation of the camp in consultation with Hockey Alberta. (*Hockey Alberta may exercise the right to exclude an individual's involvement should their past history with the program deem them inappropriate.*)
- Supervises the player evaluations and selections for the Zone Team in consultation with coaching staff. Submits appropriate information from the camp to Hockey Alberta by deadlines indicated.
- Follows and controls the established operating budget, approves all expenditures within the region and is directly accountable for the region's finances in accordance with the guidelines established by Hockey Alberta.
- Obtains the necessary equipment and supplies for the region as specified by Hockey Alberta.
- Ensures proper accounting of all registrations and forwards all moneys paid by athletes to Hockey Alberta by indicated deadlines.
- Ensures professional and timely communication with all the athletes, coaches and referees prior to, during and following the Zone Camp.
- Ensures that all volunteers (*coaches, referees, and host volunteers*) are dealt with in a professional manner and that all expenses are paid in a timely fashion as per Hockey Alberta guidelines.
- Ensures that coaches and evaluators have the required accommodations and meals if necessary.
- Ensures coaches' evaluation forms are completed. These forms evaluate the coaching staff's preparation, delegation of duties, professionalism and communication skills.

Special Information

Please also note that these are not paid positions and all staff are required to complete a Criminal Record Check. Your expenses, including mileage, meals and accommodation costs will be accommodated through the program as budgeted funds allow.



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Application

Please fill in this form and fax (403-346-4277) or email (jlunn@hockeyalberta.ca) it to Jenn Lunn at the Hockey Alberta office.

Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: (_____) _____ (_____) _____ (_____) _____
(home) (business) (fax)

E-mail: _____

Please select which Alberta Winter Games Zone Team:

- 1 – Sunny South 3 – Calgary (filled) 5 – Black Gold 7 – Northeast
- 2 – Big Country (filled) 4 – Parkland 6 – Edmonton 8 – Peace Country

PLEASE SUBMIT THE FOLLOWING ITEMS WITH YOUR APPLICATION

1. All pertinent contact information (i.e. address, phone #'s, fax #, email, etc.).
2. A brief Resume including the criteria stated below:
 - Education
 - Current Employment
 - Team Managing Experience
 - Current Team / Hockey Position
 - Other Hockey Experience
 - Relevant Experiences

**** PLEASE RETURN THIS SHEET WITH YOUR RESUME ****

Send Completed Application to:

Jenn Lunn
Hockey Alberta
#1, 7875-48 Ave.
Red Deer, AB T4P 2K1

Email: jlunn@hockeyalberta.ca
Phone: 403-342-6777
Fax: 403-346-4277