



HOCKEY ALBERTA INLINE

Team Alberta Program

Alberta Summer Games 2012

DOP Application



Zone Director of Operations Application Information

Please Note: All staff must have a Criminal Record Check

1. Director of Operations Opportunity

For the 2012 Alberta Summer Games Inline Program, one Director of Operations (DOP) for each zone will be selected. The DOP will oversee and manage each of the eight (8) Zone selection camps and subsequently selected Zone team. Each Zone team will compete in the 2012 Alberta Summer Games in Lethbridge, Alberta. The 2012 Games are to be held July 26 – 29, 2012. Each Zone staff will consist of 1 Director of Operations, 1 Head Coach, 1 Assistant Coach, and 1 Trainer.

2. The Process

All applications must be received by the Hockey Alberta office. The Director of Operations will be selected by the Hockey Alberta Selection Committee. Successful candidates will be notified by telephone. Unsuccessful candidates will be notified by mail.

3. Selection Criteria

a) Organizational/Planning Experience

- Knowledge/experience working with inline or minor hockey teams in provincial or club tournaments.
- Attention to detail when setting up and managing selection camps, team training and competitive tournament situations.
- Job related or educational experience in setting objectives, developing coordinated plans and implementing strategies related to high performance team activities.
- Must be 18 years of age or older and willing to complete a criminal record check

b) Budgeting/Financial Experience

- Knowledge of program budget management.
- Knowledge of financial record keeping and ability to detail revenue and expenditures.
- Ability to work within a limited budget and find creative ways to keep program costs down.

c) Human Resources

- Proven ability to work in a team environment
- Proven ability to successfully relate to, and work with volunteers, coaches and players at the competitive level.
- Proven ability to successfully cope with deterrents and adversity in a tournament.
- Proven ability to work towards objectives of a program
- Proven interest in selecting the best possible in line hockey players to a program regardless of their origin.

4. Program Timelines and Expected Commitments

Director of Operations will be expected to commit to the following 2012 Alberta Summer Games Inline Program activities.

- **Conference calls** - **Jan, Feb and March 2012**
- **Zone Camps** - **June 2012**
- **Team Training** - **July 2012**
- **Alberta Summer Games Competition** - **July 26 – 29, 2012
Lethbridge, Alberta**

Director of Operations is ***not*** a paid position. Expenses including mileage, meals and accommodation costs will be paid by Hockey Alberta.

Interested individuals should fill out the enclosed Director of Operations application and forward it to:

Hockey Alberta

**#1, 7875 - 48 Avenue
Red Deer, Alberta T4P 2K1
dlangvand@hockeyalberta.ca
Phone: (403) 342-6777 ext 121
Fax: (403) 346-4277
www.hockeyalberta.ca**

Attention: Derek Langvand, Coordinator, Hockey Alberta Inline



HOCKEY ALBERTA INLINE
Team Alberta Program
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Zone Director of Operations Application Form

NAME: _____

ADDRESS: _____

_____ (city) _____ (province) _____ (postal code)

TELEPHONE: _____ (Residence) _____ (Business) _____ (Fax)

EMAIL: _____

DATE OF BIRTH: ____/____/____
(day) (month) (year)

ALBERTA HEALTH INSURANCE NUMBER: _____

CURRENT OCCUPATION: _____

OTHER OCCUPATIONS OF INTEREST: _____

EDUCATION BACKGROUND: High School Diploma
Technical School Diploma _____
University/College Degree _____

PLAYING EXPERIENCE: Highest Level Played: _____

Team: _____ Last Year: _____

LIST ANY SPECIAL VOLUNTEER EXPERIENCE:



LIST YOUR LAST 5 COACHING OR TEAM MANAGER EXPERIENCES: (team, year, level)

<u>Team</u>	<u>Position</u>	<u>Year</u>	<u>Level</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CURRENT POSITION: _____

CURRENT TEAM: _____ **LEVEL:** _____

PERSONAL AMBITION/GOALS WITHIN INLINE HOCKEY:

SHORT TERM (1 - 3 YEARS): _____

LONG TERM (3 - 5 YEARS): _____

LEADERSHIP/MANAGEMENT TRAINING COURSES:

_____ **YEAR** _____

_____ **YEAR** _____

_____ **YEAR** _____



HUMAN RESOURCES

a) Indicate what you feel to be your strengths as a Director of Operations.

b) Indicate what benefits you feel you will gain from participation as a Director of Operations/Assistant Coach with a Zone Team at the 2012 Alberta Summer Games.

DIRECTOR OF OPERATIONS EXPERIENCE:

On a separate piece of paper, please answer in detail the following two questions:

1. What are the most important planning components to preparing a team to compete in a short term competition like the 2012 Alberta Summer Games?
2. In what ways would you ensure a quality evaluation process is carried out at the Zone Camp and that all participants are treated fairly?

Application Deadline: Friday October 14, 2011

Please submit this written application, along with answers to questions #1 and #2, to

HOCKEY ALBERTA.

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Attention: Derek Langvand, Coordinator, Hockey Alberta InLine