



Off-Ice Official's Box Boss

SMHA Volunteer Role Description: Off-Ice Officials Box Boss

Role Overview

The Off-Ice Officials Box Boss is a structured administrative and leadership volunteer role responsible for managing, scheduling, and overseeing the parent minor officials who staff the off-ice officials' box (penalty box, timekeeping, scorekeeping, and music) for all games. This role ensures the team remains in strict compliance with Hockey Calgary hosting regulations while maintaining a neutral, professional environment in the minor officials' box.

- **Reporting Structure:** Reports directly to the Team Manager.
- **Operational Boundary:** Manages the scheduling, rotation, and tracking of the parent group for off-ice official duties as approved by the Team Manager.
- **Vetting & Approval Guardrail:** Because this position does not involve player safety, on-ice duties, bench access, or direct, unsupervised access to youth athletes, **no formal SMHA Operations vetting, criminal record checks, or board approvals are required** for this role.

Selection Process & Timeline

- **Selection Authority:** The Team Manager and Head Coach select the volunteer for this role directly from the team's parent group.
- **The Selection Window:** Appointed immediately following the final team placement announcements and initial parent meeting to ensure the opening game schedule is fully staffed.

Key Responsibilities & Duties

1. Mandatory Alphabetical Scheduling System

- **The Hockey Calgary Rule:** Must assign all minor official box roles (Game Sheet/iPad operator, Timekeeper, and Penalty Box gates) by moving through the **entire parent group alphabetically**.
- This alphabetical rotation is strictly required to ensure absolute fairness, eliminate favouritism, and guarantee that the volunteering workload is distributed equally across every family on the roster in accordance with Hockey Calgary expectations.
- **Coaching Staff Spouse Policy:** Spouses of the Head Coach and Assistant Coaches **are not exempt** from this alphabetical minor official rotation. They must be included in the schedule like all other parents, with only two exceptions:
 1. If the spouse is required to provide necessary sibling supervision during the game.
 2. If a specific volunteer group or "sub-pool" is formally set up (for example, a dedicated group of 5+ parents all mutually agree to rotate and cover those

specific shifts).

2. Box Roster Management & Coverage (Home & Away)

- Create and distribute the minor official schedule well in advance of all home and away games and tournament matches.
- **Away Game Responsibilities:** Ensure penalty box gates and any shared off-ice official duties required by host associations during away games are assigned systematically through the same alphabetical rotation.
- Serve as the central point of contact for parents who need to swap shifts due to scheduling conflicts, ensuring that no game drops puck without a full, capable crew in the box.
- Maintain a master tracking log of the alphabetical rotation to account for rescheduled games or sudden schedule changes.

3. Official's Box Protocol & Neutrality

- Ensure all assigned parents are briefed on their specific duties, particularly regarding the operation of the arena clock, the electronic game sheet (iPad system), and basic penalty gate protocols.
- **Adults-Only Mandate:** Enforce the strict Hockey Calgary policy that **minors are absolutely not permitted to be in the off-ice officials' box at any time**. Only the designated, scheduled adult volunteers are allowed in this restricted area.
- **Code of Neutrality Enforcer:** Remind all scheduled parents that the off-ice official's box is an extension of the referee's crew. Cheering, coaching, or disputing on-ice official decisions from the box is strictly prohibited by Hockey Calgary. The Box Boss ensures parents maintain a quiet, professional, and neutral demeanour at all times.

4. Direct Collaboration with Team Leadership

- Works directly with the Team Manager to receive updated game schedules, ice changes, and league schedule releases.
- Coordinate with the Team Tournament Coordinator during the "Rumble in the Rockies" home tournament to seamlessly integrate the regular alphabetical parent rotation into the tournament's minor officiating schedule.

Mandatory Compliance & Requirements

- **Code of Conduct:** Must strictly adhere to the SMHA Volunteer Code of Conduct, ensuring a professional, unbiased, and organized environment in the off-ice officials' area.