

NCAA Men's and Women's Ice Hockey Secretary-Rules Editor

Job Description

The secretary-rules editor is the national interpreter for NCAA ice hockey rules issues throughout the year, working with the NCAA Men's and Women's Ice Hockey Rules Committee and the National Coordinators of Officials to ensure accurate communication of the playing rules while evaluating the future of the game. The new secretary-rules editor will shadow the current secretary-rules editor during his final year. The effective start date for this position is September 1, 2020.

To apply for this position, please submit a cover letter, resume and list of references no later than **July 1, 2019**, to Andy Supergan via email at asupergan@ncaa.org. Hard copies of this information will not be accepted.

Reports to: NCAA Men's and Women's Ice Hockey Rules Committee and NCAA staff.

Duties and Responsibilities:

- a. Record rules changes adopted by the rules committee and update the rules manuscript accordingly;
- b. Adhere to publishing deadlines for publications;
- c. Ensure the technical accuracy of the rules for publication and proofreading the corrected version(s) in conjunction with the national coordinators of officials;
- d. Facilitate production of finished artwork of diagrams or equipment that the committee wishes to include in the published rules;
- e. Act as the official interpreter of the rules between meetings of the committee in conjunction with the national coordinator of officials and reporting interpretations to the committee by email and on teleconferences;
- f. Attend and assist the National Coordinator of Officials at annual rules clinic presentations and on rules video productions;
- g. Develop and coordinate annual rules test for officials in conjunction with the national coordinator of officials;
- h. Produce rules-related content for the NCAA Central Hub on the ArbiterSports website as directed by NCAA staff;
- i. Perform such other duties as the committee chair may direct;
- j. Prepare agenda for annual rules meeting;
- k. Develop annual survey and experimental rules survey to be sent to coaches, officials, and conference commissioners in conjunction with the national coordinators of officials;
- l. Attend and present, as needed, at the Men's and/or Women's Frozen Fours and American Hockey Coaches Association Annual Convention; and
- m. Other duties as assigned by NCAA staff and/or the NCAA Men's and Women's Ice Hockey Rules Committee.

Preferred Qualifications and Minimum Requirements:

1. Bachelor's degree.
2. Excellent written and verbal communication and presentation skills (essential).
3. Ability to relate effectively with officials and coaches on a national level (essential).
4. Extensive knowledge of NCAA ice hockey rules and their relationship to officiating mechanics and techniques (essential).
5. Strong administrative and organizational skills (essential).
6. Ability to use electronic mail as a means of correspondence (essential).
7. Experience in officiating or coaching at the collegiate level (preferred).
8. Candidates may not be an active NCAA coach or official.