



## **SUSPENSION COORDINATOR**

The administrative role of Suspension Coordinator will be to issue suspensions for all leagues under the jurisdiction of Hockey PEI (excluding U18 Major, U16 AAA, Junior, Senior, and Sport Schools). This includes suspensions for all regular season, exhibition, playoffs and tournament games. The Hockey PEI Executive Vice President works closely with the Suspension Coordinator to provide guidance and support.

This role requires flexible hours, including weekends and evenings, to ensure suspension notices are delivered in a timely manner. Suspension notices are to be delivered no later than 24 hours post-game.

### **The following is required of the Suspension Coordinator:**

- To follow the minimum suspension guidelines as established annually by Hockey PEI.
- Monitor game sheets and game incident reports using GAMESHEET INC. to issue applicable suspensions.
- Provide information or clarification on suspension matters to league administrators when required.
- Refer matters to the Discipline and Ethics Committee as per guidelines or as necessary.
- Enter suspensions and issue applicable notices using the Hockey Canada Registry (HCR).
- Communicate suspension notices by email to applicable parties:
  - League Coordinator or Division Director
  - Hockey PEI Executive Vice-President, Hockey PEI Executive Director, Hockey PEI Office Administrator
  - Minor Hockey Association Contact and/or Tournament Contacts for applicable events.
  - Discipline over and above the minimum suspension requirements will be determined by the League Coordinator, Council, or D&E Committee. The Suspension Coordinator will be provided with a regular summary update of any increase to suspensions.
- Monitor suspensions and note any concerning trends to Hockey PEI.
- Provide Suspension Summary Reports as requested.

Hockey PEI will provide Game sheet and HCR training and provide access to information required to carry the duties of position.

The Suspension Coordinator must be knowledgeable in Hockey PEI playing rules, regulations, and policies.

The Suspension Coordinator must declare any reasons for potential conflict of interests.

**The Suspension Coordinator will receive an annual honorarium of \$3000 as per the Hockey PEI Finance Policy.**