



**The Superior International Junior Hockey League is seeking applicants to fill the position of League Commissioner.**

The Superior International Junior Hockey League is one of 9 Jr. A leagues in the Canadian Junior Hockey League. The SIJHL currently has 8 member clubs, seven in Canada and one in the United States.

**POSITION:** Full-time starting June 1, 2024, or as soon as possible depending on transition. The successful candidate will report to the SIJHL Executive Board and will provide leadership for both long and short-term strategic planning and communicate the goals, objectives, and ongoing activities of the league and serve as an advocate for the SIJHL, including through policy support and enforcement.

Employee's responsibilities as Commissioner will include day to day operations of the league, chairing meetings, reporting to the Board of Governors, and serve as representation for the league at the Canadian Junior Hockey League, Hockey Northwestern Ontario, Hockey Canada and USA Hockey level. Employee will oversee member teams, events and properties of the league, including but not limited to all purchasing and operations.

**The Commissioner shall report to the Chairman and the Board of Governors and have the following duties and/or responsibilities:**

- Shall be responsible for all matters relating to Hockey Operations including, but not limited to, the general and active management of the business of the League, and shall see that all resolutions, regulations, playing rules and policies of the League are enforced.
- Shall provide leadership and guidance to the Board of Governors in relation to its various short-term and long-term strategic planning initiatives; Communicates with all league stakeholders about the goals, objectives and activities of the league.
- Shall create committees and appoint members to such committees as directed by the Board of Governors.
- Shall attend all meetings of the Board of Governors. While ensuring that all minutes of Board of Governors meeting and Hockey Operations meetings are properly recorded (either by themselves or by an appointed secretary), safeguarded and distributed in writing to all Members within 48 hours of the meeting.
- Shall appoint a person or persons to be the caretaker of the League's statistics, using the method or means approved by the League.
- Serve as First Point of Contact for franchise sales, purchases and prospective expansion.
- Shall appoint a person or persons to be the director of Sales and Marketing for the Superior International Junior Hockey League, using the method or means approved by the Board of Governors.
- Shall be responsible for enforcing the off-ice rules and regulations of the League.
- Shall adjudicate and establish a procedurally fair process for all appeals of decisions under the SIJHL By-laws.



- Shall have excellent organizational, written, and communicative skills and maintain regular communication between HNO, Hockey Canada and USA Hockey to keep Members informed of relative information regarding all League Business and Policy and Procedures.
- Ability to analyze business documents such as policies, procedures and rules and implement said policies and rules.
- Must be able to meet deadlines, organize and chair required meetings and league AGM
- Ability and willingness to communicate effectively with players, coaches, BOGs, board members, media and all parties directly or indirectly related to SIJHL business.
- Must have conflict management skills and be able to work effectively and in an unbiased manner within the Organization.
- Responsible for league operations, directing, developing, and implementing policies as approved by the BOG for benefit of the league and without bias.
- Responsible for maintaining day to day league finances.
- Oversee scheduling of all BOG and Subcommittee meetings and league play (during pre-season, regular season, and play-offs).
- Must work effectively in partnership with the League's Chairman of the Board of Governors (as appointed by the BOG)
- Responsible for hiring and overseeing any support staff that is required to carry out Commissioner's Duties (with the BOG approval).
- Must work hard to ensure the future of the SIJHL: through social media, league awareness, recruitment, and promotions within Hockey Canada and USA Hockey framework.
- Work effectively with sponsors, long term contracts and corporate sponsorship and/or incentive deals.
- Available for Flexible Work Schedule (involving weekends and evenings)
- Oversee the execution, delivery and enforcement of the Player Agreement as set forth by member clubs and the Member Club Agreement.
- Must be a strong advocate of the league at all HNO, Hockey Canada, USA Hockey and CJHL meetings and events and through social media.

**Candidate qualifications will be judged on a case by case basis.**

**Salary to commensurate with Candidate's experience.**

**Please submit cover letter, resume and references to Doug Lein, SIJHL Chairman at [DLein@WisconsinLumberjacks.com](mailto:DLein@WisconsinLumberjacks.com) by May 20<sup>th</sup>, 2024**