



Hastings Hockey Boosters – Role Responsibilities

Title:	Travel Commissioner
Elected/Appointed:	Elected
Voting Status:	Voting Board Member
Term:	2 Years
Benefits:	Satisfies Dibs Requirements
Reports To:	Director of Hockey

Job Overview:

The Travel Commissioner is responsible for the oversight and general management of the Hastings Hockey Travel Programs while promoting Hastings Hockey Core Values of Gratitude, Respect, Integrity, and Teamwork.

Responsibilities and Duties:

- **Pre-Season**
 - Review and become familiar with:
 - Hastings Hockey Handbook and Bylaws
 - MN Hockey Handbook
 - District 8 Handbook
 - Gain access and become familiar with SportsEngine
 - Assist in recruiting efforts
 - Promote hockey registration and hockey sign-up prior to the start of the year
 - Help establish the appropriate budget and enrollment for the upcoming season and report to the treasurer to help compile the full Hasting Hockey Budget
 - Recruit and identify coaches for the upcoming season
 - Meet with all travel directors and establish an outlook of the upcoming season which includes:
 - Tryout dates
 - Start of season dates
 - Assist in scheduling tournaments
- **During Season**
 - Hold a coaches meeting with respected Level Director to review expectations for the year.
 - Assist level directors with SportsEngine inquiries and team pages
 - Assist in tryout coordination with the Level Directors and Director of Hockey
 - Assure coaches have all tools and equipment necessary for practices/scrimmages



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- Work with travel level directors throughout the year if needed on any type of situation that may come up
- Be available for practices and game days to observe the progress of the program and identify any areas of improvement
- Frequent and clear communication with level directors/coaches/managers/parents/guardians on any and all pertinent information
- Keep all pertinent forms, templates, documents, practice plans, etc... that may be useful for future directors
- Assure all coaches and managers have all their certificates and appropriate/required training:
- **Post Season**
 - Work with level directors and coaches for player evaluations
 - Assist Travel Level Directors with end of year projects as needed
 - Assure all registration fees and other dues are collected
 - Begin planning for next season

Desired Skills:

- Strong communication skills
- Organizational skills
- Leadership skills
- Ability to access internet and emails on a regular basis
- Positive and helpful attitude
- Team Oriented
- General background in basic hockey skills
- Experience as a Travel Level Director
- Ability to attend monthly HHB Board Meetings
- Ability to attend Hockey Development Meetings
- Ability to assist with projects and the general responsibilities of the identified role within a timely manner