



Hastings Hockey Boosters – Role Responsibilities

Title:	Dryland Coordinator
Elected/Appointed:	Appointed
Voting Status:	Non-Voting Member
Term:	2 Years
Benefits:	Satisfies Dibs Requirements
Reports To:	Director of Hockey

Job Overview:

The Dryland Coordinator will be responsible for the overall management and supervision of the dryland facility/ies that will be utilized by the Hastings Hockey Association in efforts to promote the overall development of Hastings Hockey's athletes and coaches.

Responsibilities and Duties:

- **Pre-Season**
 - Establish a dryland lease/rental agreement with an appropriate location that will suite the needs of “off-ice” training for Hastings Hockey athletes with approval from the Director of Hockey
 - Communicate upcoming season dryland protocols and expectations to the HHB Board Members
 - Assure all equipment is in working condition for the dryland space for the upcoming season
 - Establish a budget for any additional dryland equipment that may be needed for the upcoming season
 - Acquire any additional needed equipment that has been approved by the HHB Board for the dryland facility
 - Create a scheduling template for teams to utilize for scheduling their respective dryland practices
 - Prepare the dryland facility by setting up equipment and training materials and clean/organize the space for utilization for the upcoming season
 - Create general practice plans to be utilized by teams when using the dryland facility
- **During Season**
 - Participate in coaches' meetings to communicate to coaches the expectations of the dryland facility along with any instructions needed throughout the season.
 - Regularly clean and organize the dryland facility
 - Inspect equipment throughout the season to assure it is functioning properly for both training and safety purposes.
 - Communicate to the Director of Hockey any items needing attention or ideas on improvement to the facility.
- **Post Season**
 - Dismantle equipment and place in proper storage in preparation for next season.



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- Review with Director of Hockey on overview of the season (positives, negatives, areas of improvement)
- Work with the landlord of the facility to wrap up any loose ends as the space is transitioned to the next sport/organization.
- Train your successor at the end of your term

Desired Skills:

- Strong communication skills
- Organizational skills
- Ability to access internet and emails on a regular basis
- Positive and helpful attitude
- Team Oriented
- Ability to schedule time to tend to the dryland facility throughout the season
- Ability to assist with projects and the general responsibilities of the identified role within a timely manner