



# Hastings Hockey Boosters – Role Responsibilities

<b>Title:</b>	Girls In-House Level Director
<b>Elected/Appointed:</b>	Elected
<b>Voting Status:</b>	Voting Board Member
<b>Term:</b>	2 Years
<b>Benefits:</b>	Satisfies Dibs Requirements
<b>Reports To:</b>	Director of Hockey

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## **Job Overview:**

The Girls In-House Level Director is responsible for the oversight and general management of the Hastings Hockey Girls In-House Program (U6 – U8) 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 – As it pertains to U8 and on down levels
    - District 8 Information
  - Gain access and become familiar with SportsEngine
  - Assist in recruiting efforts
  - Update the U8 and U6 Hastings Hockey website pages with pertinent information for the upcoming season
  - Set-up a “Fall Clinic” for the upcoming season
  - Promote hockey registration and hockey sign-up prior to the start of the year
  - Communicate with parents about the expectations for the upcoming 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 and team managers for the upcoming season
- **During Season**
  - Hold a coaches and managers meeting to review expectations for the year.
  - Coordinate equipment handout for skaters needing to rent equipment from the association
  - Keep the Girls In-House web page updated throughout the year



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- Work with coaches to select appropriately balanced teams for the season
- Put together practice plans on a weekly basis, and/or, work with qualified coaches to generate plans
- Assure coaches have all tools and equipment necessary for practices/scrimmages
- Work with parents/guardians 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
- Work with treasurer in assisting in collecting any unpaid balances due from U8 and U6 members
- Frequent and clear communication with parents/guardians/coaches/managers on any and all pertinent information (at this level you cannot communicate enough)
- 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:
- Scheduling and planning a year-end tournament or hockey day for U6's and U8's
- **Post Season**
  - Work with managers in collecting all jerseys
  - Work with the Equipment Director in having all rented equipment returned
  - Assure all registration fees and other dues are collected
  - Begin planning for next season
  - Train your successor at the end of your term

### 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
- Ability to attend monthly HHB Board Meetings
- Ability to attend Hockey Operations Meetings
- Ability to assist with projects and the general responsibilities of the identified role within a timely manner