

## **BGSU Recreational Sports Student Practicum Job Description**

**BGSU Ice Arena  
Hockey League Commissioner  
Spring and Summer Semesters Only**

**10 Hours Per Week – 3 Credits/Semester**

- A. Main Purpose of the Job:** This individual will assume complete responsibility for the management and promotion of the Ice Arena Senior Hockey Leagues. Position reports to Ice Arena Director and will interact extensively with maintenance and office staff members.
1. Update and modernize application forms and ensure timely distribution of same. Maintain on-site supply and coordinate submission process through Skate Shop. Train staff in this regard as needed.
  2. Promote programming to various potential groups; BGSU Student Organizations, Local companies, past participants, BG Parks and Recreation, etc.
  3. Assign participants to teams, develop seasonal and play-off schedule. Provide information to Web Master, participants and staff as needed.
  4. Process payments from players and issue refunds. Coordinate activities with Ice Arena Account Clerk.
  5. Attend all scheduled games, operate score-board and enforce all league rules and standards according to USA Hockey guidelines and Ice Arena policy. Report standings and highlights to Web Master daily.
  6. Schedule officials and maintain list of on-call substitutes. Process payroll forms and obtain necessary approval signatures.
  7. Order and distribute “awards.”
  8. Other duties as assigned.
  9. Prepare season ending report/critical evaluation of activities and program. Submit all documentation for future use.