

**Student Practicum Job Description
Hockey League Commissioner
BGSU Ice Arena**

**Spring and Summer Semesters Only
10 Hours Per Week – 3 Credits/Semester**

Position Summary

This individual will assume complete responsibility for the management and promotion of the Ice Arena Senior Hockey Leagues and will interact extensively with maintenance and office staff members.

Essential Duties and Tasks

- 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.
- Promote programming to various potential groups; BGSU student organizations, local companies, past participants, BG Parks and Recreation, etc.
- Assign participants to teams, develop seasonal and play-off schedule. Provide information to web master, participants and staff as needed.
- Process payments from players and issue refunds. Coordinate activities with Recreation and Wellness Account Clerk.
- 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.
- Schedule officials and maintain list of on-call substitutes. Process payroll forms and obtain necessary approval signatures.
- Order and distribute "awards."
- Prepare season ending report/critical evaluation of activities and program. Submit all documentation for future use.
- Other duties as assigned.