



## **North Travel Coordinator**

Term: 2 Years

Election Cycle: Odd Numbered Years

### **Primary Duties**

- Responsible for administrative oversight of the North travel teams, including Squirt, PeeWee, and Bantam
- Understands the registration numbers at the Squirt, PeeWee, and Bantam levels to make recommendations to the Hockey Development Committee (HDC) on the number of teams, team sizes, and team levels
- Works with North travel players at Squirt, PeeWee, and Bantam levels to complete waiver process if requested – both in and out of the Lakeville Hockey Association (LHA)
- Provides information about expected registration numbers and tournament fees to the Treasurer during the budget process to ensure that all expenses are properly allocated
- Assists in the registration process as needed for players at the Squirt, PeeWee, and Bantam levels
- Selects and registers the North travel teams for all in-season tournaments according to guidelines provided by the Treasurer and HDC
- Coordinates hotel room blocks for out of town tournaments for the North travel teams. Provides information to the Team Manager once assigned
- Communicates information to North players about pre-season clinics and tryouts
- Serves as the key communication liaison between the Board of Directors and parents regarding any issues or concerns with the North program
- Answers questions from prospective player parents about the LHA and the North program
- Attends North travel tryouts to assist as needed

### **Committee Membership and Meetings**

- Monthly Board Meetings – 2<sup>nd</sup> Wednesday of each month, required

