



Armstrong Cooper Youth Hockey Association Job Description

Title:	Tournament Committee Member (6)
Role:	Volunteer
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	No Budget responsibility
Term:	One year term
Compensation:	Full hours

Description/Role: Support the Tournament Director in the planning and execution of the ACYHA home tournaments.

Position mandatory requirements:

- Task as assigned by the Tournament Director
- Support tournament registration
- Coordinate the opening ceremonies and other tournament events
- Secure outside teams to participate in the tournaments
- Be present at Tournaments as assigned
- Work on all required print pieces and merchandise
- Support equipment sponsorship sales and fulfillment
- Training your successor before leaving your commitment to the Mite program.

Desired Skills:

- Strong organizational skills
- Ability to work with individuals throughout the organization
- Can work under pressure and with deadlines
- Flexibility
- Strong computer skills (Microsoft Excel)
- Strong familiarity with how tournaments function
- Strong leadership
- Interviewing skills

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Job Description

- Effective time management
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- Interviewing skills
- Effective time management

Reporting:

- This role reports to Tournament Director