



Armstrong Cooper Youth Hockey Association Job Description

Title:	Tournament Director
Role:	Board Member
Election/Appointment:	Appointed
Voting Status:	Voting
Budget:	Budget responsibility
Term:	Three-year term, year two in the cycle
Compensation:	Full hours

Description/Role: Plan and execute all ACYHA tournaments. Manage the 6-member tournament committee.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month
- Must attend the annual meeting of ACYHA Membership in April
- Must attend the annual D3 Tournament Directors meeting in September
- Must attend D3 District playoff meeting in February
- Work with NHIA rink manager and HS teams to determine tournament dates
- Manage tournament page on association website
- Determine levels of play and number of teams to be hosted
- Determine registration fees and gate fees
- Lead recruit process for members of the Tournament Committee
- Lead and oversee Tournament Committee and delegate tasks e.g., tournament programs, tournament dibs, team giveaways, tee shirt sales
- Advertise hosted tournaments in 'Let's Play Hockey' newspaper
- Advertise hosted tournaments under tournament tab on ACYHA website
- Work with Volunteer Programs Director to ensure dibs are posted for each tournament
- Partner with Sales and Fundraising Director regarding sponsors for all tournaments
- Create and distribute brackets to all teams registered in tournaments
- Be present at hosted tournaments or delegate committee members to be present
- Report monthly to Board of Directors
- Train your successor at the May meeting at the end of your term

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Desired Skills:

- Strong Organizational skills
- Work under pressure and with deadlines
- Strong computer skills (Microsoft Excel)
- Strong familiarity with how tournaments run
- Effective time management
- Strong leadership
- Flexibility

Reporting:

- This role reports to the Board Chair
- This role has the tournament committee members reporting to this position