

## **MYHA Home Tournament Director Duties**

### **One HTD Per Age Group Required**

The MYHA TD will be the first point of contact for tournament registrants. The Tournament Director will work closely with the Coaches and Managers of the team to ensure the success of the Home Tournament.

This administrative role calls for a skilled individual capable of delegating actionable tasks and overseeing tournament operations. As the Tournament Director, your presence at the rink throughout the entirety of tournaments is not necessary. Instead, your organizational expertise and proactive management will empower the committee members and volunteers to excel in their respective roles during the events.

Desired experience and personal attributes:

1. Comprehensive knowledge of IAHA Rulebook and tournament procedures; MYHA Policies, and USA Hockey Rules and Regulations.
2. Ability to maintain a level-headed approach to conflict resolution, adept at effectively and creatively addressing challenges while upholding a high standard of professionalism.

General Responsibilities:

1. Plan each year's tournament timeline and overall design in conjunction with coaches.
2. Secure tournament ice in the pre-season and coordinate the schedule within allotted ice.
3. Work collaboratively with team manager on tournament registrations, payments, and document gathering.
4. Act as Tournament Treasurer for tournaments.
5. Identify and create profit for teams whenever possible. I.e: fundraising

Specific Responsibilities:

1. Develop and maintain procedures for tournaments
2. Centralize and utilize bulk purchasing for tournament swag, printing items, snacks, awards (including engraving), signage, and game day necessities wherever possible to maximize discounts
3. Apply for all tournament approvals/sanctions preseason
4. Provide confirmed ice schedules to Tournament Coordinators
- 5.
6. Create budgets for all tournaments and reconcile accounting for all tournaments
8. Work with tournament committees to set donation goals for each tournament
9. Strengthen and build on the MYHA brand by marketing the tournaments to other associations
10. The Tournament Director is responsible for delegating the actionable activities of the execution of the tournaments to volunteer.
11. Supervise and coordinate the volunteers in organizing volunteer assignments for tournaments.

Compensation to be \$500 off registration