



## **Tournament Coordinator**

### **Purpose**

Lead the planning and execution of tournaments within Prairie Storm Minor Hockey Association, with primary responsibility for the U11 Classic Tournament.

### **Responsibilities**

- Lead the full planning and execution of assigned tournaments from start to finish
- Oversee and support committee members, creating a strong and collaborative team environment
- Create the tournament format and schedule to ensure a smooth and competitive event
- Develop and manage the tournament budget in partnership with the Treasurer
- Manage team registration, selection, and communication with participating teams
- Track payments and coordinate any refunds alongside the Treasurer
- Work closely with the Ice Scheduler to build schedules and avoid conflicts early in the season
- Coordinate referees with the Referee-in-Chief to ensure proper game coverage
- Prepare game sheets and ensure all required documentation is organized and ready
- Establish and communicate clear tournament rules and expectations
- Keep tournament information accurate and up to date on the website
- Lead tournament weekend operations, creating a positive and high-energy atmosphere
- Monitor schedules, support teams, and ensure everything runs on time
- Troubleshoot and resolve issues quickly and effectively as they arise
- Present the Board of Directors with final report