

Greenway Amateur Hockey Association

TOURNAMENT DIRECTOR POSITION DIRECTOR

Eligibility: Any parent/guardian who has completed the SafeSport training within the last two years and also completed the Minnesota Hockey background check process with a passing result.

Purpose: Responsible for planning and booking all GAHA team home and away tournament details.

DUTIES

- Work closely with arena scheduler at the end of each hockey season to schedule GAHA home tournaments for the next year.
- Add all home tournament dates to GAHA website.
- Plan and submit advertising of GAHA home tournaments to other youth hockey organizations or to MN youth hockey news listings.
- Work with arena scheduler to plan brackets for home tournaments.
- Act as the liaison/contact for all tournament inquiries and registrations for GAHA home tournaments via GAHA website on-line registrations.
- Work with Treasurer to track payments of tournament fees to be paid out by GAHA to attend away tournaments.
- Work with Treasurer to track fees expected to be paid to GAHA for home tournaments.
- Work with Level Directors/Team Managers on planning of home and away tournaments.
- Work with Team Managers to receive gate fees for GAHA home tournaments and to collect gate fees for away tournaments.
- Ensure blocks of hotel rooms are booked for GAHA teams traveling to away tournaments.
- Book blocks of hotel rooms for out of town teams for GAHA home tournaments.
- Send welcome letter and information packets to teams registered for GAHA home tournaments.
- Work with Arena Scheduler and Team Managers to ensure home tournaments have referees and First Responders scheduled for all games

Other Duties

- Attend Monthly Association Meeting
- All GAHA related documents are saved to GAHA's system and not stored on personal equipment.
- All GAHA email communication is conducted through the GAHA email associated with this position.
- Other duties as assigned by Executive Board.

Benefit: Credit for 15 DIBS and player registration fees waived.

Revised June 2020