



# Hastings Hockey Boosters – Role Responsibilities

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| <b>Title:</b>             | Tournament Coordinator   |
| <b>Elected/Appointed:</b> | Appointed by President   |
| <b>Voting Status:</b>     | Non-Voting   |
| <b>Term:</b>              | No Specified Term  |
| <b>Compensation:</b>      | Satisfies all Dibs Requirements and \$500 per Hastings Hosted Tournament |
| <b>Reports To:</b>        | Vice President   |

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## Job Overview:

The Tournament Coordinator is responsible for the oversight and success management of all Hastings Hockey hosted tournaments including Districts and Regionals. Working with committee members, HHB's board of directors, vendors, and outside teams will be key roles in the position of the Tournament Coordinator.

## Responsibilities and Duties:

- **Pre-Season**
  - Work with HHB Board to identify/approve the Hastings Hosted tournaments, the levels that will be participating in the tournaments, and the number of teams in each tournament.
  - Work with the Registrar in setting up tournament registration pages in SportsEngine.
  - Promote/advertise tournaments through social media and hockey media outlets.
  - Establish volunteer opportunities for tournaments (check in desk, scoreboard, penalty boxes, etc...)
  - Establish a Tournament Committee to assist in the planning and preparation of all tournaments.
  - Coordinate ice-times for tournaments with Vice President and ice scheduler.
  - Sanction all HHB hosted tournaments with District 8 and MN Hockey.
- **During Season**
  - Post all dibs opportunities with the Volunteer Director for upcoming tournaments.
  - Provide instructions for tournament volunteers and their respective duties.
  - Send communication to all tournament teams with tournament instructions, amenities, tournament rules, etc...
  - Be present at all tournaments and/or have a tournament lead for each tournament.
  - Communicate referee needs with HHB's referee coordinator.
  - Coordinate other tournament needs such as EMT's, GameSheet scorebook, and arena management/staff.
  - Create tournament flyers, advertisements, and any arena signage that is necessary.
  - Work with vendors on tournament T-shirts, trophies, memorabilia, etc...
  - Track all cash and non-cash financial transactions and report back to HHB's treasurer.



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- **Post Season**

- Provide a “debrief” of tournaments to HHB’s board of directors.
- Make suggestions on improvements for future tournaments.
- Create Profit and Loss statement for any District/Regional Tournaments and report back to District 8 (work with HHB’s Treasurer).
- Close out any transactions and/or open business with tournament vendors.

- **Desired Skills:**

- Strong communication skills
- Organizational skills
- Leadership skills
- Ability to access internet and emails on a regular basis
- Positive and helpful attitude
- Team Oriented
- Ability to attend monthly HHB Board Meetings
- Ability to assist with projects and the general responsibilities of the identified role within a timely manner