



## PRAIRIE STORM MINOR HOCKEY ASSOCIATION TOURNAMENT COORDINATOR

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The role of the Tournament Coordinator is as follow:

- Create and distribute email to invite Minor Hockey Associations to participate in PSMHA Tournaments
- Maintain and build relationships with host hotels and secure sponsorship and room blocks based on participant numbers
- Monitor the PSMHA Tournament email
- Recruit and work with a tournament chair for each tournament/event hosted
- Act as a liaison between the tournament chairs and the PSMHA Board of Directors. Provide updates on tournament needs and progress throughout the planning
- Provide PSMHA Board Direction to the tournament Chairs
- Create a tournament schedule with the planning committee and in conjunction with the PSMHA Executive Director
- Work with tournament Chairs to identify opportunities to maximize bulk purchasing and minimize tournament costs
- Ensure consistency in tournament quality
- Attend tournament committee meetings as required