

Tournament Director

Position Specific Skills

The ideal candidate should possess outstanding organizational and communication skills to oversee the scheduling, registration, and financial aspects of 60 to 70 CYHA traveling team tournaments and 30 to 40 teams for CYHA-sponsored tournaments. This role involves regular computer use for email communication and requires proficiency in Word and Excel for managing tournament-related details.

Responsibilities

- Host 2 CYHA sponsored "Centennial Chill" tournaments - Dates must be scheduled 1 year in advance.
- Schedule CYHA teams in a minimum of 2 home and 1 away tournament prior to the hockey season.
- Manage board supervision of 1 District tournament held at Centennial arena.
- Prepare tournament Budget and team Fee Schedule based on past data and Ice Cost.
- Advertising and responsible for filling CYHA hosted tournaments.
- Ensure Tournament dates and details are posted to the CYHA web site.
- Organize and lead committee to ensure all tournament details are managed. This includes Ice Time, Referees, EMT, Trophies, T-Shirts, Vendors, Signs, Tournament brackets, Score Books, Pucks, and Tournament programs.
- Attend D10 Tournament meeting. Prepare the D10 Tournament application including Tournament Rules, Brackets, and team fee schedule.
- Schedule Tournament Ice with the CYHA Ice Scheduler and Centennial Arena/Super Rink.
- Schedule tournament referees with D10 Tournament Coordinator and Referee Coordinator.
- Primary contact with team managers and coaches interested in applying for tournament.
- Provide volunteer requirement to CYHA Volunteer Director. In addition to volunteers the Tournament Director or a board member must be present at all times during a CYHA tournament.
- Ensure team/player registration at the tournament is done in accordance with MN hockey requirements.
- Ensure all tournament volunteers and Minor officials comply with D10 and Minnesota Hockey Guidebook.
- Collect registration monies and manage expenses working closely with the Treasurer. Upon completion of each tournament update profit/loss report,

compare to budget and provide the board with an accounting and recap of the tournament.

- Place all Squirt/U10 Girls, PeeWee/U12 Girls, Bantams/U15 Girls and Junior Gold/JG16 teams in two home and one away tournament prior to the season beginning.
- Maintain CYHA tournament spreadsheet that identifies the tournaments that all teams are participating in and the amount pre-paid by CYHA.
- Provide Tournament invoice to all CYHA team managers informing them of their pre-scheduled tournaments, costs and delegation of responsibility for further scheduling details.
- Provide tournament spreadsheet to Treasurer for collection of pre-paid tournament fees.
- Provide volunteer requirements to CYHA Volunteer Director for D10 District tournament that may be held at the Centennial Area in late February. Volunteer requirements must meet D10 Tournament guidelines and include board members at all games to supervise CYHA volunteers.
- Make hotel reservations for the out-of-town tournaments. Hold block of rooms under team name. Provide hotel contact information to team managers.