



## NEW POSITION FOR 2023-24

### *Tournament Liaison Position:*

Reports to VP Marketing and Communication (or Director of Fundraising)

In first year, will develop Tournament Application form for Team Managers/Division Directors with the following questions:

- Age division and tier(s), preferred dates of tournament, format (4 team round robin)  
Tournament committee (at least 5 volunteers required to form tournament committee  
- Chair/Treasurer, Raffle Table, Logistics/Operations, Hospitality, Discipline)
- Fundraising goals and outcomes (i.e. budget)

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- Will work with SMHA Executive to review completed Tournament Applications filled in by Team Managers/Division Directors
  - Will work with ice allocator and recreation center to block tournament weekends, to follow up with scheduling concerns, to provide finalized tournament schedules and to provide ice invoicing to teams/divisions
  - Will work with ref allocator to provide finalized tournament schedules and to provide referee invoicing to teams/divisions
  - Will work with area hotels to block rooms for tournament weekends
  - Will work with Registrar/Hockey Alberta in regards to tournament sanctioning
  - Will communicate with Team Managers/Division Directors the following:
    - Tournament dates and ice availability
    - Hotel availability
    - Processes of tournament accounting, including distribution of proceeds, 10% fee to SMHA
    - Assist with AGLC licensing and AGLC reporting, and Rafflebox set up
    - All other inquiries managers and directors may have in regards to tournaments
  - Will be responsible for distributing tournament supplies (raffle table, cash boxes, etc.) to Team Managers/Division Directors
  - Will provide feedback to Team Managers/Division Directors post-tournament (what worked, what didn't, etc.) and will follow up on Ref Write Ups, Player/Coach suspensions

This is a new position, and processes may change at any given time in the first season. Main goal is to work with divisions to have a smooth initial planning of home tournaments.