



COQUITLAM

MINOR HOCKEY

JOB POSTING: COQUITLAM MINOR HOCKEY TOURNAMENT DIRECTOR

The CMHA Tournament Director is a commission based position that will administer, plan, and oversee the tournament system within CMHA. The TD will be the first point of contact for tournament registrants, vendors, sponsors, and divisional Tournament Coordinators. The Tournament Director will work closely with the CMHA Administrative Coordinator, and will work with tournament committees for each tournament to ensure the success of CMHA tournaments.

This administrative role calls for a skilled individual capable of delegating actionable tasks and overseeing tournament operations. As the Tournament Director, your presence at the rink throughout the entirety of tournaments is not necessary. Instead, your organizational expertise and proactive management will empower the committee members and volunteers to excel in their respective roles during the events.

Required Experience and personal attributes:

1. Comprehensive knowledge of PCAHA Rulebook and tournament procedures; CMHA Policies, BC Hockey Rules and Regulations.
2. High degree of skill in organizing and managing spreadsheets required for scheduling sheets of tournament ice and registrations.
3. The ability to work effectively on an independent basis and time management must be flexible. Skill in this area must be outstanding.
4. Detail oriented.
5. Ability to maintain a level-headed approach to conflict resolution, adept at effectively and creatively addressing challenges while upholding a high standard of professionalism.
6. Excellent working knowledge of MS Office programs, particularly Excel, Google applications and online spreadsheet applications.
7. Experience using tournament software, systems, and websites such as TeamSnap and Spordle is an asset.
8. Must be comfortable and familiar with budgeting, and some accounting knowledge is preferred.
9. Event planning is an asset.

General Responsibilities:

1. Plan each year's tournament timeline and overall design.
2. Secure tournament ice in the pre-season and coordinate the schedule within allotted ice.
3. Work collaboratively with CMHA Admin Coordinator on tournament registrations, payments, and document gathering.
4. Recruit & train Division Tournament Coordinators to execute the plan for each division's tournament.
5. Act as Tournament Treasurer for tournaments.

6. Identify and create profit for teams whenever possible.

Specific Responsibilities:

1. Develop and maintain procedures for tournaments
2. Centralize and utilize bulk purchasing for tournament swag, printing items, snacks, awards (including engraving), signage, and game day necessities wherever possible to maximize discounts
3. Apply for all tournament approvals/sanctions preseason
4. Provide confirmed ice schedules to Tournament Coordinators
5. Add team details to PCAHA Workbook (HCR team ID's, official team name, and permission numbers).
6. Create budgets for all tournaments and reconcile accounting for all tournaments
7. Apply for gaming licenses and submit subsequent gaming reports
8. Work with tournament committees to set donation goals for each tournament
9. Strengthen and build on the CMHA brand by marketing the tournaments to other associations
10. The Tournament Director is responsible for delegating the actionable activities of the execution of the tournaments to the tournament committee.
11. Supervise and coordinate the Tournament committees in organizing volunteer assignments for tournaments.

Reporting and Accountability

The Tournament Director will be accountable to the Executive Board working closely with the Treasurer, Ice Allocator, PAC, and Administrative Coordinator. Direct reporting is to the President.

Hours and Compensation:

The hours of this role vary throughout the season and can require an increase in time commitment depending on the time of the season; hours increase leading up to tournaments and decrease during the offseason. This position will be commission based and remuneration will be based on non-CMHA team tournament registrations. As of Aug 2023, commission will be provided at the rate of 5% of registration fee of each outside team for A tournaments, 6% for combination A/C tournaments, and 7.5% for C/I tournaments, **OR** \$1500 (whichever is higher). Commissions are paid after the conclusion of each tournament.

To apply for this role, please email admin@coqmha.org with your cover letter and resume. Posting will remain open until a successful candidate is found. We thank all applicants for their interest. We will only contact candidates who are shortlisted for the position.