**Tournament Coordinator**

Requirements:

* Ability to work well with fellow team personnel.
* Strong interest and commitment to team operations.
* Must have a strong background in organization, communication, and leadership.
* Available to meet time requirements.

Duties:

* Determine Tournament date and tournament fee with Team Manager and Head Coach.
* Advertise Tournament date on Hockey Alberta Website.
* Plan, Host, and lead tournament planning meetings at least 6-8 weeks prior to Tournament.
* Contact teams of similar level to invite.
* Create tournament schedule and rules with Head Coach.
* Ensure tournament planning team is progressing and support them when necessary.
* Create tournament sponsorship letter and ask parents to solicit at least $50/player donation.
* Create schedule for time box, bake table, and raffle table. Start by circulating sign up sheet.
* Create 2 large Tournament Schedules and post 1 behind bake table, and 1 at main arena entrance.
* Create team packages including Welcome letter, team pizza, coach’s coffees, player meals, tournament schedule, and any other additions.
* Ensure team roster stickers are brought by each team.
* Prepare game sheets prior to tournament start dates so that only roster labels need to be added.
* Ensure Team Goodie bags are assembled and delivered to teams at their 1st game.
* Meet and greet each team manager/coaching staff and welcome to the tournament. Provide them with your contact information or direction to go to the bake table with any issues.
* Ask Board Gaming Chair to issue licenses for Mega 50-50, Raffle Table and any Item raffle tickets (Esso Gift Cards, etc.).
* Ensure Tournament Financial Report is created and shared with Team Manager and Head Coach. Ensure 20% of Tournament Net Profit is paid to Clive Minor Hockey.
* Create and send follow up letter to participating teams thanking them for attending and listing winning teams.