



# FORT SASKATCHEWAN RINGETTE ASSOCIATION

## TITLE: TOURNAMENT COORDINATOR FUNCTIONS

POLICY #: 1614

Created: May 28, 2018	Last updated: January 22, 2019	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

### 1.0 Purpose

To outline the roles and responsibilities of the Tournament Coordinator of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

### 2.0 Scope

This policy only applies to the FSRA Tournament Coordinator.

### 3.0 Terms

**Tournament Coordinator** – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. They coordinate the annual FSRA Diamond Ring home tournament.

### 4.0 Policy

- 4.1 The Tournament Coordinator's primary responsibility is to coordinate all aspects of the FSRA's Diamond Ring tournament.
- 4.2 The Tournament Coordinator must maintain fiscal responsibility for the expenditures and revenue of the tournament by working with the FSRA Treasurer, to keep complete and accurate books and issuing a post-tournament financial statement.
- 4.3 The Tournament Coordinator will have the option to utilize a Tournament committee if they shall choose.
- 4.4 The Tournament Coordinator with the assistance of Tournament Committee may hold a meeting as required to:
  - Decide on a tournament budget for Executive Board approval;
  - Decide how to collect business donations,
  - Decide how to secure major sponsors, with the support of FSRA Fundraising;
  - Decide how to select and notify teams for the tournament;
  - Draft and finalize the ice schedule and submit it to the Referee-In-Chief;
  - Coordinate the volunteer sign-up schedule;
  - Decide how to produce and distribute coaches' packages; set up grievance committee