



CALGARY HORNETS LACROSSE ASSOCIATION JOB DESCRIPTIONS

Position:

Tournament Director

Authority and Responsibility:

The Board of Directors is the legal authority for the Calgary Hornets Lacrosse Association ("Calgary Hornets"). As a member of the Board, the Secretary acts in a position of trust for the community and is responsible for the effective governance of the Calgary Hornets.

Requirements:

- * Commitment to the work of the Calgary Hornets
- * Willingness to serve on Committees
- * Attends and chairs monthly board meetings
- * Attends the Annual General Meeting of the Calgary Hornets or any other special meeting as required to conduct Club business
- * Support any Calgary Hornet special events

Term:

The Tournament Director is elected by the Calgary Hornets membership at the Annual General Meeting. The Secretary serves for a term of two (2) years (unless otherwise adjusted by the Board from time to time) and maybe released at the end of the elected term, by resigning, or according to the Calgary Hornets By-laws.

General Duties:

The Tournament Director is fully informed on organizational matters, and participates in the Calgary Hornets Board's deliberations and decisions in matters of policy, finance, programming, personnel and advocacy.

The Tournament Director Must:

- * Approve where appropriate, policy and other recommendations received from the Calgary Hornets Boards, its standing committees and Executive
- * Monitor all Calgary Hornets Policies
- * Review Calgary Hornets By-laws and policy manuals, and recommend By-laws changes to the membership when applicable
- * Review Calgary Hornets Board structure, approve changes and prepare necessary By-law amendments
- * Participate in the development of the Calgary Hornets organizational plan and annual reviews
- * Approve the hiring and release of any paid position on the Calgary Hornets Board and any pay increase or decrease for paid positions
- * Assist in developing and maintaining positive relationships among the Calgary Hornets Board, committees, coaches, managers, membership and the community to enhance the Calgary Hornets Club's mission.

Specific Duties:

- * Attends all Board meetings as well as the Hornets Planning Meeting, Executive Meeting, Annual General Meeting (November) and any other meetings the Board may have
- * Is a member of the Tournament Committees for the Icebreaker Game Day and Hive Tournament (and in some cases the Canada Day Tournament)
- * Recruit Committee heads for each of these Events; and recruit committee members
- * Volunteer Positions on Committees:
 - Committee Head
 - Team Contact
 - Vendors
 - Sponsorship, Team Raffle
 - Volunteer Schedule for Event
 - Swag
- * The following items have to be done for the Events:
 - Advertisement and team recruitment
 - Invoicing and roster submissions from teams
 - Tournament Sponsorship
 - Vendor recruitment
 - Ordering of Medals, Swag, Tournament T-shirts (Hive)
 - AGLC – Licences for 50/50, Raffle Items, Toonie Stick etc.
 - MVP Prizes (Hive)
 - Volunteer coordination
 - Attendance at Tournament
 - Set up and Take down
 - Contact for Vendors
 - Check-in Teams; Check-in Volunteers
- * Review Tournament Listing from ALA and look for tournaments for all teams and secure a spot so they each have one tournament to attend:
 - U9
 - U11 – “A”, “B” and “C”
 - U13 – “B” and “C”
 - U15 – “B” and “C”
 - U17 – “B”
- * Let team managers know which tournament they will be attending so they can then finalize registration with the Tournament Organizer
- * In cases where the Hornets have paid for fees in advance, ensure that the Team Managers provide reimbursement no later than May 10.
- * Liaison with the Executive Director regarding some matters pertaining to Icebreaker, Hive Tournament and team tournament spots.

Evaluation:

The Tournament Director’s performance is evaluated annually based on the performance of assigned Board requirements and duties.

