



POSITION DESCRIPTION

Position Title: Tournament Liaison Director

Member of: Board of Directors

Supports: Division Directors and Tournament Committees

Term: 1 Year (appointed annually by SMHA Executive Committee)

Purpose / Summary: Supports the success of SMHA home tournaments by providing guidance and planning resources to tournament committees.

KEY RESPONSIBILITIES

- Support coordination of SMHA home tournament weekends, typically hosted by U7/U9, U11, U13 and U11/U13 Female divisions.
- Provide guidance and support to division directors, team managers and tournament committees throughout the tournament planning process.
- Manage pre-season tournament tasks including:
 - Secure tournament dates with the SMHA Ice Allocator and Stettler Rec Centre.
 - Collaborate with local hotels to block rooms.
 - Obtain Hockey Alberta Sanction numbers from SMHA Registrar.
- Help ensure online application is updated and available on Hockey Alberta tournament website.
- Assist with tournament-related AGLC licensing and reporting requirements, including raffles and 50/50 activities.
- Develop and maintain a shared inventory of tournament supplies and resources for use by SMHA tournament hosts.
- Help document tournament processes and best practices to support continuity and ease of tournament planning from year to year.

REQUIRED TIME COMMITMENT

- Primary involvement occurs around tournament planning periods throughout the season.
- Attend monthly SMHA Board meetings and provide tournament-related updates as required.

QUALIFICATIONS & COMPETENCIES

- Strong organizational and communication skills.
- Basic computer proficiency, including email, Word and Excel.
- Previous experience as a team manager, division director or tournament organizer is preferred.
- Familiarity with SMHA operations and tournament processes is considered an asset.