

Tournament Convenor

6.1 Conditions of Nomination:

Elected at the Annual General Meeting (AGM) or as prescribed in the EMHA constitution

6.2 General Responsibilities:

1. Establish and coordinate all EMHA hosted tournaments; and
2. Implement and carry out the Executive approved tournament plan for the coming season.

6.3 Specific Duties:

3. Assume a leadership role of organizing and executing EMHA hosted tournaments;
4. Recruit volunteers to help and assist with all EMHA hosted tournaments;
5. Divide the responsibility of tournaments amongst volunteers;
6. Consult with the Facilities Manager and EMHA Ice Scheduler on the availability of ice time for tournaments;
7. Provide to the EMHA Executive a preliminary tournament plan by Sept 30 of the coming season;
8. Liaise with the OMHA contact
9. Liaise with webmaster to actively advertise and recruit teams for tournaments;
10. Organize tournament schedules and send to participating teams in a timely manner;
11. Liaise with the EMHA Referee and Timekeeper Convenor with respect to game scheduling, referees, timekeepers, trophies etc.;
12. Collect and record tournament fee cheques and promptly pass on to the EMHA Treasurer.
13. Prepare a tournament program for participating teams including team rosters and fundraising activities.
14. Prepare game sheets (iPad) for all games and submit finished game sheets to the OMHA contact.
15. Prepare tournament charts and post in the arena and ensure scores are entered promptly;
16. Prepare a handbook of rules and procedures to guide tournament volunteers through their roles.
17. Maintain an accurate account of tournament records (game sheets, player rosters etc.)
18. Prepare tournament financial reports and submit to the EMHA Treasurer.
19. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

6.4 Accountable to:

20. The EMHA Members.
21. The EMHA Executive.

6.5 Volunteer Requirements:

22. Varies throughout the year, about 1-2 average hours per week.