



TOURNAMENT DIRECTOR (DIRECTOR)

SUMMARY:

The Tournament Director position is an elected two-year board position (Director) under RMMHA Bylaws. Director positions are elected as general positions and then the Board of Directors as a group decide what role each person will be assigned.

KEY ROLE/RESPONSIBILITIES:

- Confirm tournament dates for each tournament and the divisions to be hosted
- Complete the sanction request for the appropriate levels online at the BC Hockey website
- Ensure tournaments are posted on our tournaments page on the RMMHA website
- oversee the tournament committees for all tournaments.
- organize the individual Tournament Chairperson and Committee for each tournament and ensure all applicable rules are followed.
- ensure proper PCAHA and BC Hockey sanctioning procedures have been met for each tournament.
- assist the tournament committee as required.
- Ensure budgets for each tournament are received from the tournament coordinators and brought to the Board for approval.
- Ensure that proper Board guidelines for the following are being followed by the Tournament committees:
 - Gaming Licenses
 - Cash handling
 - Deposits of cash at end of tournament
 - Game Sheets
 - Rules
 - Referee scheduling and payments
 - Raffle Prize recruitment
- Provide other guidance and assistance to the Tournament Chairpersons as needed
- Ensure that all PCAHA paperwork is completed as per the PCAHA deadlines

- Ensure that reconciled budgets are provided by the Tournament Chairpersons once the tournament is finalized
- Ensure that BC Hockey tournament reports are filed after each tournament has been completed