



Team Tournament Coordinator

SMHA Volunteer Role Description: Team Tournament Coordinator

Role Overview

The Team Tournament Coordinator is a dedicated volunteer responsible for managing all tournament-related logistics for the team. This includes executing home-hosting responsibilities under the official Springbank "Rumble in the Rockies" tournament structure and securing rewarding away travel opportunities. Depending on team interest and volunteer availability, **this role can be divided into two separate volunteers (Home Tournament Coordinator and Away Tournament Coordinator) or managed entirely by one individual.**

- **Reporting Structure:** Reports directly to the Team Manager.
- **Operational Boundary:** Manages tournament applications and home-tournament volunteer schedules as approved by the Team Manager and Head Coach. **Note:** Travel permits are strictly handled by the Team Manager.
- **Vetting & Approval Guardrail:** Because this position does not involve player safety, on-ice duties, bench access, or direct, unsupervised access to youth athletes, **no formal SMHA Operations vetting, criminal record checks, or board approvals are required** for this role.

Selection Process & Timeline

- **Selection Authority:** The Team Manager and Head Coach select the volunteer(s) for this role directly from the team's parent group.
- **The Selection Window:** Appointed immediately following the final team placement announcements and initial parent meeting to ensure early tournament application deadlines are met.

Key Responsibilities & Duties

1. Home Tournament Hosting ("Rumble in the Rockies")

- Serve as the primary team liaison to the SMHA central tournament committee for the annual Springbank "Rumble in the Rockies" tournament.
- **Fundraising Operations:** Build and run any team-level fundraising initiatives tied to the home tournament, such as silent auctions, raffle tables, or progressive draws.
- Coordinate and build the team's parent volunteer schedule to fulfill mandatory hosting duties (e.g., arena check-ins, raffle tables, snack).
- Ensure the team's off-ice minor officials (timekeepers, scorekeepers, and music operators) are scheduled and prepared for all home tournament games.

2. Away Tournament Selection & Securing Opportunities

- **Scheduling Alignment:** Must first gain insight from the Team Manager regarding when the team is permitted to travel. This step is critical as Hockey Calgary enforces strict blackout windows where teams cannot travel, as well as specific scheduling windows when travel is allowed.
- **Deadline Management:** Research, identify, and apply for away tournament opportunities that match the team's competitive tier and travel preferences, keeping in mind that there are strict deadlines to apply for travel within Hockey Calgary's allowed windows.
- Submit all required applications and roster documentation to host associations in a timely manner to secure entry.
- Provide all necessary tournament details directly to the Team Manager, who will formally handle and secure the mandatory travel permits through Hockey Calgary well in advance of the travel dates.

3. Direct Collaboration & Team Alignment

- Works directly with the Team Manager to align tournament dates with the team's regular-season game schedule and overall operational logistics.
- Consult with the Head Coach to ensure tournament competitive levels and travel frequencies align with their player development goals and season strategy.
- Collaborate with the Team Social Events Coordinator to hand off details for organizing team meals and after-game events during away tournament weekends.

4. Financial & Hotel Management

- Work closely with the Team Treasurer to ensure tournament entry fees are paid on time and fit within the approved team budget.
- Source, negotiate, and secure group hotel room blocks for players, coaches, and families for away tournaments.
- Ensure all tournament refund policies are understood, and financial deadlines are communicated clearly to the team management.

Mandatory Compliance & Requirements

- **Code of Conduct:** Must strictly adhere to the SMHA Volunteer Code of Conduct, promoting respect, inclusion, and sportsmanship at all tournament venues.