






CMHA

Position Description Tournament & Events Manager

CHESTERMERE MINOR HOCKEY
ASSOCIATION

-  **Voting Member**
 - No
-  **Reporting Manager**
 - Vice President
-  **Term**
 - 1 Year

The information given below is intended to provide an understanding and appreciation of the general role. The position description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties to commensurate with the role. This will not change the character or purpose of the role but will be necessary to maintain the high standards of CMHA.

This position description may be altered from time to time to meet the changing needs of the Association.

POSITION OVERVIEW

The Tournament & Events Manager position is responsible for managing and facilitating all aspects of CMHA events and tournament event preparation, promotion, and delivery. The Tournament & Events Manager works closely with different teams, individual players, and event staff to ensure a competitive and fun tournament experience.

Works to develop new and innovative tournament and event formats to drive participation.

GENERAL DUTIES / KEY RESPONSIBILITIES

Specific Responsibilities would include, but not be limited to:

Tournament Responsibilities	<ul style="list-style-type: none"> Establish Tournament dates for the season as required (specifically for U7 (February), U11 (March) and U15 (November) divisions). Schedule and book ice for each tournament in coordination with the CMHA Ice Coordinator. Secure tournament chairpersons for each tournament sanctioned or hosted by CMHA. Assist with the finalization of schedules for each tournament. Coordinate and assist Tournament Committees with duties as required. Report back to the CMHA Board on completed tournaments and work with the marketing/social media Board Member to post relevant updates and event pictures on social media.
Event Responsibilities	<ul style="list-style-type: none"> CMHA Parent Party: Ensure at least one association-wide social event is scheduled (when possible). The event should have a defined budget approved by the Board and should double as a fund-raising activity for CMHA Board requirements. CMHA Float: Spearhead the CMHA Parade Float during the Annual Chestermere Country Fair (September). Responsibilities include identifying volunteers, defining

	<p>a budget, design and coordinating CMHA association participation during the event.</p> <ul style="list-style-type: none">• CMHA Awards Night: Define project plan aligned with approved budget and identify a sub-committee to assist with the following: schedule the awards night for all association members, book the event venue, book a photographer, invite Memorial families for Awards Night, Order the medals and arrange for the trophies and plaques, consolidate nominations, and create a presentation.• Team & Individual Photos: Schedule, coordinate and contract the services of a photographer to take individual and team pictures for the Association.• Report back to the CMHA Board on events and work with the marketing/social media Board Member to post relevant updates and event pictures on social media.
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Effective Date: May 29, 2022	Board Approved (Y)
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