



Tournament Coordinator

We require one (1) individual per team to complete this task. Duties include, but are not limited to:

- Locate tournaments for your team, and present them to the team for a consensus.
- Must respect the use and access of team email addresses. It is **required** that **BCC:** is to be used when emailing families; unless **ALL** families agree otherwise.
- In conjunction with the Team Manager, is responsible for obtaining **all** required Travel Permits, Sanction Forms etc., as per Hockey Calgary regulations.
- Arrange for hotel accommodations.
- In conjunction with the Team Manager, ensures the Scheduling Window(s) have been applied for.
- Assist the Team Treasurer and Team Manager with regards to tournament registration fees.
- **House League Teams:**
 - While there are similar volunteer positions for both Community and House League; the House League teams **must ensure** they are following all guidelines as per the House League Program.
 - Contact the Administrator to confirm what aspects of these responsibilities are required; if any. For example; House League teams are **NOT** permitted to participate in tournaments, and therefore this position is not a volunteer bond position for House League.
- **Volunteer Bond Category – This is a 'Full Credit Position'.**