

Tournament Coordinator

- obtain all tournament sanction permits from the OMHA.
- Prepare and receive all tournament registrations
- To be a contact and communicate with all the attending teams
- coordinate with team managers
- coordinate with Ways and Means director for lottery license
- coordinate with Sponsorship/Awards director to prepare tournament programs, trophies, awards
- prepare tournament schedule
- contact Referee in Chief to have referees scheduled
- contact Head Timekeeper to have time keepers scheduled
- work with ice scheduler for ice time
- prepare tournament rules
- submit sanction permit to REM
- submit list of teams, rules, schedule, and invitation to REM at least fifteen days before the tournament.
- Ensure all of Branch teams have a travel permit
- ensure the OMHA sanction permit is posted at the host arena
- ensure all suspensions are forwarded to the REM in a timely manner
- after the tournament Travel Permits/Letter of Permission, completed game sheets are forwarded to the REM
- ensure tournament reconciliation is forwarded to the OMHA within 30 days of the completion of the tournament.
- to attend all OMHA sanctioned tournaments for weekend to ensure that the tournament the rules are followed and any other act or duty that may be necessary for the running of the tournaments