



# Leaside Hockey Association (LHA) VP Tournament



Role Title:	VP Tournament
Position:	Director - LHA Board of Directors
Reports To:	LHA President
By Appointment:	AGM June 2024, Invited Guest prior
Term:	3 years; Volunteer Position

## Role Description

The VP Tournament is responsible for organizing and managing the Leaside Invitational Tournament (LIT) for all LHA Select and CDS teams.

As a member of the LHA Board of Directors (BOD), VP Tournament is a representative of the general hockey public, working in the best interest of the LHA. The VP Tournament will attend monthly Board meetings to provide status and to provide/seek input and direction to/from the BOD, related to the area of responsibility as defined within this role description following.

## Duties and Responsibilities

### 1. Organizing – *Create an efficient, effective framework, establish hierarchies, allocate tasks, setup systems and processes.*

- Design the LIT structure and create the LIT budget, establish fee, and file the LIT application with the GTHL.
- Establish a detailed LIT Plan that outlines all necessary tasks, deadlines for each task, and the resources that will be required.
- Establish the volunteer LIT Committee Plan, and determine number of roles/sub-committees required, define roles and responsibilities, and organize resources to achieve LIT objectives.
- Establish a Meetings Schedule to collaborate with LHA teams, Sponsors, Vendors, Leaside Memorial Gardens (LMCG) and other arenas' Administration regarding LIT requirements/details.
- Review/Amend LIT Policy for Participation, Registration, Fundraising (e.g. Silent Auction) and Games/Rules, for BOD approval.
- Determine Ice requirements and collaborate with VP Ice (to contract ice for LIT).
- Identify potential risks or challenges.

### 2. Managing – *Oversee and direct the execution of the LIT Plan to ensure everything runs smoothly and efficiently.*

- Collaborate with the LHA BOD, LHA teams and LMCG to discuss/confirm all details, regularly.
- Assemble the LIT Committee(s) by recruiting and appointing volunteers from LHA teams.
- Delegate tasks, create schedules and deadlines, engage action plans.
- Procure LIT Sponsors, Vendors, Suppliers and collaborate on terms, conditions, and deliverables.
- Establish and Monitor any BOD approved Fundraising initiative and ensure all applicable government licensing applications and permits are submitted and approved, if and as required.
- Amend/Update LIT Budget regularly to reflect new sources of revenue and/or expenditures and analyze to determine if objectives may be expanded or curtailed.
- Finalize Divisions/Logistics and LIT Policy and input to TeamSnap Tournaments (TStn) App.
- Activate online LIT TStn Registration Portal with LIT Policy Waiver included.
- Disseminate LIT Registration details to LHA Teams including LIT registration link for opponents.
- Post LIT details on [www.LeasideHockey.com](http://www.LeasideHockey.com) site and all LHA Social Media Platforms.
- Monitor Registration, provide status and support for teams seeking opponents, ensure fees are paid and all Travel Permits and Official Team Rosters are received for each team participating.
- Ensure ice and facilities required are sufficient, confirmed, and acceptable for LIT use.
- Obtain Quotes/Approve purchases for LIT items, such as, Medals, Awards, Pucks, Swag, Banners, Software, Gifts, etc.
- Distribute volunteer sign-up forms and ensure all positions are secured and each is trained for their role (including BOD).
- Collaborate with LIT Registrar and LHA Referee-In-Chief to Schedule Games/Exceptions and Officials, by date, time, arena, rink, home/away and review draft schedule with BOD.
- Circulate/Post TStn LIT Games Schedule to all registered teams 3 weeks prior to LIT.
- Monitor progress regularly and provide guidance, support and resources when needed and adjust LIT plan as required, based on new information or changing circumstances.
- Available remotely for all LIT game days (3-4 days) to resolve issues, and be present at LMCG for some part, daily.

### 3. Reporting – *Travel Permits, Team Rosters, Game Results, Penalties/GM, Financial Statements.*

- Paper/electronic game sheets collected/stored securely, and results updated on TStn asap after completion of each game.
- Review game sheets (when updating results) for major penalties/GM/suspensions served and Summarize/Notify as per LIT Policy.
- File final Suspension summary with NYHL as per NYHL Policy.
- Create and present a financial summary of all Fundraising results (if offered), group and detail source, and include proposed use/dissemination of proceeds for BOD approval.
- Update and finalize actual-to-budget report and create draft LIT Statement of Ops.
- Present and LIT Statement of Ops to BOD for review and approval.
- File approved LIT Statement of Ops and req'd documents to the GTHL within 30 days of completion of LIT, as per GTHL Policy.