

Woodbury Area Hockey Club

Notice Of Open Position

Open Position : Tournament Director

Position Overview

The Woodbury Area Hockey Club (WAHC) is seeking a highly organized, operationally strong, and community-oriented leader to serve as Tournament Director. This individual will own the end-to-end planning, execution, and continuous improvement of WAHC-hosted tournaments, one of the organization's most visible programs and a key driver of community engagement, player experience, and fundraising performance.

This role requires a balance of strategic oversight and hands-on execution, ensuring tournaments are delivered consistently, professionally, and with a high-quality experience for all participants.

Key Responsibilities

Tournament Planning & Execution

- Lead the planning and execution of all hosted tournaments across various age levels
- Determine tournament size and format with Level Directors and Ice Schedulers
- Coordinate tournament schedules in partnership with Level Directors and Ice Schedulers
- Secure and manage team registrations
- Ensure compliance with USA Hockey, Minnesota Hockey, and District guidelines

Operations & Logistics

- Oversee all tournament logistics, including facilities, game operations, and event flow
- Arrange referees, medical coverage, and tournament staffing needs
- Oversee tournament communications (welcome emails, schedules, updates, etc.)
- Ensure all tournament materials are prepared and executed (schedules, brackets, signage, awards, etc.)
- Serve as on-site operational lead during tournaments, ensuring seamless execution and rapid issue resolution

Volunteer Coordination

- Work with the Administrator to identify and fill tournament shifts
- Ensure all required roles are covered (clock operators, scorekeepers, etc.)
- Provide clear direction and support to volunteers during events

Vendor & Sponsorship Management

- Coordinate vendor opportunities
- Work with Fundraising Director to identify and manage sponsorship opportunities to enhance the tournament experience and revenue

Financial Oversight

- Develop and manage tournament budgets with accountability for financial performance
- Track all income and expenses, ensuring accurate reporting and transparency
- In coordination with the Treasurer, provide post-tournament financial summaries to the Board

Communication & Experience

- Serve as the primary point of contact for participating teams, vendors, volunteers, etc.
- Ensure a welcoming, organized, and positive tournament experience
- Adjudicate issues or escalations in a professional and timely manner and in accordance with USA Hockey, Minnesota Hockey, and District 8 rules

Qualifications

- Strong organizational and project management skills with the ability to manage multiple priorities
 - Excellent communication, interpersonal abilities, and problem-solving capabilities
 - Demonstrated ability to operate effectively in fast-paced, event-driven environments
 - Ability to manage multiple tasks and deadlines
 - Ability to lead through influence in a volunteer-driven environment
 - Experience with youth sports, events, or hockey operations preferred
 - Familiarity with SportsEngine and/or tournament software is a plus
-

Time Commitment

- Planning occurs throughout the year, with peak activity leading up to and during tournaments
 - Must be available during tournament weekends
 - Attendance at select board or planning meetings as needed
-

Success Measures

Success in this role will be evaluated based on:

- Tournament execution quality and on-time delivery
 - Registration fill rates and tournament demand
 - Financial performance and revenue contribution
 - Volunteer engagement and operational coverage
-

Compensation

- This is a **paid stipend position** (based on experience)
-

Why Join WAHC?

- Play a key role in delivering high-quality tournaments for players and families
 - Be part of a passionate, community-focused organization
 - Help shape and elevate the tournament experience across all levels
-

How to Apply

Interested candidates should submit a **brief letter of interest, resume, and any relevant experience** to to the Woodbury Area Hockey Club Administrator, Sam Crabtree:
administration@woodburyhockey.com

Applications will be accepted until **April 17, 2026**