

IHUK REFEREE SECTION

NATIONAL CLUB TOURNAMENT MANAGER VACANCY

Referee
Section



ICE HOCKEY UK

JOB TITLE:	National Club Tournament Manager
DEPARTMENT / SECTION	IHUK Referee Section
MAIN PURPOSES	To be the first point of contact within IHUK Referee Section for all clubs wishing to organise tournaments.
	To provide on ice officials to clubs for their tournaments and assign a lead referee / supervisor for each tournament.
	To liaise with clubs with regards to their requirements.
KEY TASKS / RESPONSIBILITIES	Communicating with clubs to obtain tournament schedules and any in-house rules.
	Agreeing game fees, mileages, and food provisions.
	Booking hotels where required.
	Budgeting where necessary.
	Providing a hand-over to the lead referee / supervisor for each tournament.
KEY OBJECTIVES	To work closely with Officiating Managers in order to match officials skill sets to the relevant level / standard of tournament.
	To provide the correct amount of officials to each tournament.
	To provide clubs with an easy, organised process in obtaining officials for tournaments.
REPORTING TO	Referee Chief & Deputy Referee Chief.