



## Board Member Position: *Director of Tournaments*

### Board Member Responsibilities

- Attend all board meetings (once a month) and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board meetings.
- Take on special assignments
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

### Purpose

The purpose of the Director of Tournaments is to oversee the general operations of both the Hot Dog Cup and Chili Travel Invitational Tournaments in accordance with NYSW Tournament Hosting Policies. Tournament Directors are required to evaluate the tournament after each event concludes to determine ways to continuously improve each event.

### Responsibilities

- Tournament Hosting applications and post tournament reports to NYSW
- Application to Host Foreign Teams with US Soccer
- Implement and update policies and rules of the tournament
- Scheduling of games
- Promotion and marketing, solicitation of teams
- Coordination with club Treasurer to ensure tournaments are financially stable
- Tracking team registrations and payments
- Scheduling of Games
- Coordination of Referees
- Coordination of Fields
- Coordination of Vendors
- Coordination of Trophies, Awards and Coaches Gifts and Participant recognition
- Coordination with club Sponsorship Director to obtain Tournament Sponsors
- Central point of communication for all teams, coaches and participants including volunteers
- Ability to appoint and direct committees
- Appoint Onsite Tournament Director or Carry out Duties of Onsite Tournament Director
- Work with club Volunteer Coordinator to ensure appropriate staffing for event

### Onsite Tournament Director

- Be onsite at Tournament Headquarters during event hours
- Work with Ref Assignor to ensure Refs in place at all games
- Ensure Scorekeeper keeps up with entry of all games scores
- Evaluate and make quick decisions on implementation of rules
- Be available for questions from coaches, players, refs and parents
- Make weather based decisions and reschedule as needed

### **Personal Characteristics to Consider**

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
- Develop certain skills if you do not already possess them, such as to: cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, organized, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values