

Bloomington Youth Soccer Club

Job Description



Position: Mega Cup Tournament Director

Purpose: The Tournament Director has overall responsibility for planning and operating the annual tournament. This includes completing tasks pre-, during and post-tournament.

Date Approved: 09/09/18

Duties and Responsibilities

- Establish committee to include people responsible for marketing, operations, finance
- Hold monthly committee meetings and help committee members identify tasks and timelines.
- Ensure all requirements for the MYSA sanction are followed. This includes submitting the required paperwork pre- and post-tournament, attending the MYSA Tournament Director's meeting and keeping up-to-date on new tournament requirements as communicated by MYSA.
- Obtain official tournament sanctioning including filing initial paperwork and ensuring tournament meets stated requirements for maintaining sanctioning.
- Maintain all paperwork – flier, permits, news articles, sponsor solicitation letters, rules, roster forms, medical release forms, budget, tournament summary forms, etc.

Special Knowledge and Skills

- Maintains high standards for the tournament
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings
- Ability to maintain calmness during stressful times

Commitment

1-2 Hours per month July through December

2-4 Hours per month January/February

4-6 Hours per month March/April/May

6-8 Hours per day the weekend of the tournament

The Bloomington Youth Soccer Club is a non-profit, community-based organization run by parent volunteers with professional coaches whose mission is to make soccer accessible, affordable and fun to kids at all age and competition levels.