**JOB DESCRIPTION**

**Title:** Spearfish Soccer Association – Assistant Tournament Director

**Reports to:** Tournament Director – Hired by Spearfish Soccer Association Board

**JOB SUMMARY:**

Overall Responsibility – The SSA board may hire an Assistant Tournament Director, whose duties shall be to assist our Tournament Director to plan, coordinate, and operate multiple tournaments for our association. This includes all task prior to the event, during the event, and following the event. The Assistant Tournament Director will coordinate efforts to accommodate our officials. Their main function during tournaments will be to work with our ref assignors to ensure the officials are being taken care of. This includes but is not limited to hospitality area, travel and stay accommodations, among other tasks.

Key Areas of Responsibility – The Assistant Tournament Director shall possess administrative ability and computer skills, and knowledge of the registration software and database systems. As the Assistant Tournament Director may interact frequently with our members of our soccer community, good communication skills are required. They will remember that they represent the board in this capacity and will act accordingly.

Administrative Roles may include, but are not limited to the following:

* Assist Tournament Director with tasks
* Organize the volunteer help sheet for our tournaments
* Coordinate with the Ref Assignors in handling ref hospitality and hotel/mileage reimbursements.
* Other duties as may be assigned from time to time.

**Consults with**

The Assistant Tournament Director reports directly to the Spearfish Soccer Board, and shall work in cooperation with them in all aspects of the tournament director related needs of the Spearfish Soccer Association and the SDYSA.

**TERM**

The assistant tournament director position will be an annual contract that is appointed during the AGM and will be a 1-year contract after agreement by the board. Per our by-laws, it takes a 2/3 vote to appoint the assistant tournament director position. This contract will automatically renew, unless a motion is made to replace or a resignation is offered 30 days prior to the AGM. The assistant tournament director will be paid $5.00 per team entered each tournament. To provide some idea of per tournament pay, we will use an average of our indoor tournaments of 135 teams (outdoor tournaments will have more teams) which would equate to $675 per tournament.