**JOB DESCRIPTION**

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

**Reports to:** Spearfish Soccer Association Board

**JOB SUMMARY:**

Overall Responsibility – The SSA board may hire a Tournament Director, whose duties shall be to plan, coordinate, and operate multiple indoor and outdoor tournaments for the association. This includes all task prior to the event, during the event, and following the event.

Key Areas of Responsibility – The Tournament Director shall possess administrative ability and computer skills, and knowledge of the registration software and database systems. The tournament director is responsible for coordinating with area teams and resolving conflicts with those organizations as it pertains to our tournaments. The Tournament Director will need to work hand in hand with the Referee Assignor for tournaments. As the 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:

* Establish a committee to include people responsible for marketing, operating, and financial duties
* Hold meetings as needed to help members identify tasks and timeline for completion of events.
* Get teams bracketed through the registration process and communicate to those teams throughout the process.
* Ensure all requirements for SDYSA are followed. This includes submitting any necessary paperwork pre and post tournament.
* Other duties as may be assigned from time to time.

**Consults with**

The Tournament Director reports directly to the SSA 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 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 tournament director. This contract will automatically renew, unless a motion is made to replace or a resignation is offered 30 days prior to the AGM. The tournament director will be paid $15.00 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 $2,025 per tournament.