

Tournament Director

Position Type: Volunteer

Reports to: Board of Directors, Lacombe Minor Softball Association (LMSA)

Job Description:

The Tournament Director is a role that is ideally shared between two individuals. This role is responsible for organizing, coordinating, and managing all aspects of tournaments hosted by the Lacombe Minor Softball Association (e.g., the Lacombe Mudbath Tournament in June). This role ensures that tournaments run smoothly, from scheduling and logistics to team registration, field preparation, and event operations. The Tournament Director works closely with coaches, umpires, city officials, volunteers, and the Board of Directors to deliver a successful and enjoyable experience for all participants.

Key Responsibilities:

Tournament Planning:

- Develop and implement a comprehensive tournament plan, including scheduling games, field assignments, and managing the overall event timeline.
- Coordinate team registrations, including ensuring that all teams meet eligibility requirements, deadlines are met, and fees are collected.
- Work with the Director of Field Allocations to secure field permits and ensure fields are properly prepared for tournament play.
- Collaborate with the Director of Facilities to ensure facilities are ready and properly equipped for the event, including restrooms, concessions, and spectator seating.

Scheduling & Logistics:

- Develop and manage the game schedule, ensuring fairness in game times, field assignments, and overall flow of the tournament.
- Arrange for umpires, scorekeepers, and other game officials necessary for the tournament, ensuring they are well-coordinated and scheduled appropriately.
- Prepare contingency plans in case of weather delays, field conditions, or other unexpected changes, and communicate these effectively to teams and officials.

Volunteer Coordination:



- Recruit, train, and manage volunteers to assist with tournament operations, including scorekeeping, concessions, field preparation, and clean-up.
- Develop a clear volunteer schedule and ensure volunteers understand their roles and responsibilities during the tournament.

Communication:

- Serve as the primary point of contact for all tournament-related inquiries from teams, coaches, parents, and officials.
- Communicate tournament rules, schedules, and other important information to all participants and stakeholders prior to and during the tournament.
- Provide real-time updates on game results, schedule changes, and event logistics during the tournament via an online platform, bulletin boards, or other means.

Game Day Operations:

- Oversee the smooth execution of games and tournament activities, ensuring adherence to the schedule and resolving any on-site issues that arise.
- Ensure that fields are set up properly for each game, including proper markings, bases, and safety equipment.
- Manage tournament results and standings, ensuring accurate reporting and communication to teams and officials.
- Coordinate the presentation of awards and recognitions at the conclusion of the tournament.

Budgeting & Financial Management:

- Work with the Board of Directors to develop and manage the tournament budget, including revenues from registration fees, sponsorships, and concessions.
- Ensure all tournament expenses, including umpire fees, field costs, and event supplies, stay within the approved budget.
- Provide a post-tournament financial report to the Board, detailing revenues, expenses, and overall financial performance.

Marketing & Sponsorship:

- Promote the tournament through various channels, including social media, local advertising, and outreach to other associations.
- Work with the Board of Directors to secure tournament sponsors and ensure that sponsor commitments are met (e.g., signage, promotions, and acknowledgments).

Post-Tournament Review:



- Conduct a post-tournament review, gathering feedback from teams, coaches, officials, and volunteers.
 - Provide a report to the Board of Directors summarizing tournament successes, challenges, and recommendations for future events.
 - Ensure that all fields and facilities are properly cleaned and returned to their regular condition after the tournament.
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Authority:

- Has the authority to make decisions related to tournament scheduling, operations, and logistics within the guidelines set by the Lacombe Minor Softball Association.
 - Authorized to manage the tournament budget and approve expenses within the approved limits.
 - Can recruit and manage volunteers for the tournament and delegate specific tasks as needed.
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Commitment:

- The Tournament Director is expected to commit to planning and executing tournaments throughout the softball season, with heightened involvement leading up to and during tournaments.
 - Must be available for on-site coordination during the entire tournament, including evenings and weekends, as well as for planning meetings and post-event reviews.
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Term:

- This position runs for a two-year term, with the possibility of reappointment by the Board of Directors. This position typically runs for the duration of the tournament season, with responsibilities beginning in the planning stages (several months prior) and concluding with a post-tournament review.