



## **Tournament Coordinator Application**

Moose Jaw and District Minor Girls Fastball is accepting applications for a Tournament Coordinator for the 2025 fastball season. MJDMGF hosts six tournament weekends during the season running from mid May until late June. The position will consist of two parts and preference will be given to the person willing to accept both parts of the position.

### **Part 1: Tournament Administrator**

- Be the listed tournament contact on the tournament contact listing.
- Communicate with visiting teams regarding questions and inquires about each tournament.
- Create a tournament schedule. This includes working with out-of-town teams to see who can play early Friday games depending on travel. The league board will assist in deciding on the tournament format to make sure it coincides with the guaranteed games in the tournament listing.
- Contact teams with the tournament schedule.
- Work with each division coordinator to ensure that all tournament requirements are met.

### **Part 2: Tournament Commissioner at the Tournament**

- Be present at the ball diamonds during each of the Moose Jaw home tournaments while games are being played. A replacement can be used to fill in during the day as long as the commissioner can be contacted to handle any rulings or disputes.
- Be the point of contact for any questions or concerns during the tournament. (*Division coordinators will also assist with this task.*)
- Be the point of contact with the head umpire for any issues regarding games, schedules, or weather.
- Enter scores in the tournament scoring app.
- Determine which teams advance to playoffs and notify them.
- Distribute medals to the winning tournament teams.
- Work with the ICE team that is working the grounds and gate for each tournament. This includes morning setup of opening the shack, field lock boxes, and grounds keeper room.
- Send feedback to the board of how the tournament went and any improvements that can be made to ensure future success.

Strong **organizational, communication, interpersonal, and problem-solving skills** are also requirements for this position.

In previous years, our tournaments have run very smoothly and rarely require any intervention during the weekend play. Board members will be around the diamonds and will provide additional assistance if needed.

Please submit your application to [MJminorfastballcommissioner@gmail.com](mailto:MJminorfastballcommissioner@gmail.com) by March 15<sup>th</sup>, 2025. On your application, please indicate whether you are interested in one or both of the Tournament Coordinator duties, as well as any monetary amount you are requesting to manage this position.

Join us in making the 2025 Moose Jaw Fastball season a success!  
Moose Jaw and District Minor Girls Fastball