**Position Description**

**Tournament Director**

This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your Club and is consistent with any requirements set out in your Club’s rules.

Please delete this message prior to releasing the Position Description.

**Overview**

The Tournament Director is responsible for overseeing and managing all the tasks required to operate football tournaments at the Club.

**Responsibilities**

1. Discuss tournament with President, Secretary, and all relevant committee members.
2. Secure a committed team/sub-committee to commence planning and assign team duties.
3. Source potential grant funding or sponsorship arrangements to assist funding tournament operations.
4. Liaise with Treasurer to set and manage budget including adequate recording of all expenses and income.
5. Liaise with Council Staff and other relevant stakeholders regarding tournament logistics and preparation.
6. Finalize relevant risk management plan, traffic management, waste, security requirements, etc.
7. Promote and market the tournament to relevant stakeholders (e.g. Social media, flyers, advertisements, etc.).
8. Implement policies, procedures, and rules of the tournament.
9. Organize the recruitment, scheduling, and oversight of event volunteers.
10. Responsible for all facility preparation pre-event and clean up post-event.
11. Acquire all permits necessary for hosting the event (e.g. Insurance, Council, etc).
12. Oversee team registrations, coordinate referees and fixtures.
13. Create tournament site map, event schedule, signage, etc.
14. Organise participation awards, trophies, etc as required.
15. Ensure that the proper medical services/first aid are available during the tournament.
16. Issue a post tournament survey to the players, coaches, parents, and provide the Committee with a summary report following the tournament.
17. Develop tournament planning documentation for handover.

**End of year hand over**

**Updating key documents**

At the end of each year a key activity of the Tournament Director will review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the Tournament Director should review the Competition schedule for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

**Induction of the incoming Tournament Director**

An important responsibility of the outgoing Tournament Director is to train, mentor and support the incoming Tournament Director and the next season’s communications and social media team.

**Essential Skills and requirements**

* Hold or willing to apply for a current volunteer “working with children” check.
* Strong organisation and delegation skills.
* Strong written and verbal communication skills.
* Knowledge of computer systems with data entry, word processing and email capability.
* Respectful and approachable attitude, with strong problem-solving abilities.
* Dependable and well-spoken individuals are required.
* Must be self-motivated and require minimal supervision or oversight.
* Possess strong leadership qualities and teamwork skills.
* Knowledge of event management and logistics.

The estimated time commitment required as the Tournament Director is **XX hours** per week.

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