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| NORTHERN CHILL VOLLEYBALL CLUB | |
| ROLE DESCRIPTION TOURNAMENT COORDINATOR | Rev.: 2020/08/03 |

ROLE DESCRIPTION

The Tournament Coordinator is responsible for organizing and hosting all Northern Chill Volleyball Club local tournaments.

SKILLS/QUALITIES RECOMMENDED

- Good communication and personnel relations skills
- Organizational skills
- Team player with the ability to collaborate
- Ability to manage volunteers
- Mathematical literacy

MAIN DUTIES

- Submit tournament bid applications to the OVA at the beginning of the season
- Obtain all hosting material (Scoresheets, lineup cards, balls, medals, etc.)
- Work with the Facilities Coordinator to secure suitable facilities
- Liaison with the officials to ensure they are booked for the local tournaments
- Recruit and organize volunteers for the events
 - To help set-up and take down
 - Lines people and scorekeepers
- Host the tournaments awarded
- Complete tournament hosting documents with facilities coordinator
- Collect scoresheets and record scores throughout the tournament and upload results to TIMU in real time
- Submit tournament results to the OVA
- Return all OVA tournament items at the end of the season (unused scoresheets, official game balls, leftover medals, etc.)
- Perform other such duties as may be determined by the Board of Directors

COMMITMENT

- As needed



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COMPENSATION

- Fanwear item to be provided up to the amount of \$100.00
- For any tournaments after the second, an additional \$50.00 honorarium will be provided up to a maximum of \$250.00