Tournament Committee Positions

**Tournament Director - Phil**

Work with the Tournament committee in the coordination of all aspects of the tournament. Preside over all tournament meetings, end of tournament report to HYSA, give monthly updates and work closely with all committee chairs to ensure that all aspects of the tournament are covered. Direct volunteers for setting up and cleaning up, determine needed signs for fields, tent acquisition/placement, and Work with City parking for traffic Cones. make sure the facility is kept clean and that trash cans are in a proper place for pick up daily, secure port-a-potties and bathroom supplies, work with all committee chairpersons on what their equipment needs are, and secure all things needed from storage Field Marshals and Gatekeepers.

Award Coordinator

Secure appropriate number of awards, plan and carry out awards ceremony, identify staging area, coordinate w/Referee coordinator posting of scores, and list of volunteers and times to volunteer coordinator.

Concession Stand Coordinator

Work with the current vendor to establish menu items and as a point of contact during the tournament. Coordinate donated food items including, but not limited to; donuts, muffins, condiments, and bottled water. Set volunteer schedule for assisting the vendor if needed.

Field Crew Coordinator

Maintain all playing fields during the tournament, ensure that all fields’ trash cans are attended to, make sure fields are ready for play at beginning of the day, and check that anchor weights on goals are secured. Provide a list of necessary volunteers and times to the volunteer coordinator.

**Field Marshal Coordinator – Amy Christensen**

Determine field marshal responsibilities w/ref assignor, secure necessary vests & communications devices, Train/communicate field marshal responsibilities to volunteers.

Activities and Advertising Coordinator

Work with Executive Director; create a child-friendly fun zone, set up fun activities. May need to use volunteers to help with the supervision of children. Fun social on Saturday evening for parents, referees, and coaches.

Notify area newspapers, radio, and TV stations, work with HYSA Administrative Assistant for highlighting existing sponsors and get THANK YOUs sent or posted to all supporters. Communicate results of the HYSA tournament to local media and webmaster and keep a list of donations for the entire tournament.

**Referee Assignor – Randy Rake**

Secure FIFA qualified referees, secure housing for referees, develop referee schedule, maintain official scores and standings working with the Tournament Administrative Assistant, work with field marshal to communicate effectively with referees, pay referees at end of the tournament, and red card report to go to MYSA coordinate space needs w/Executive Director.

Safety Coordinator

Secure medical personnel to be on-site at all times while there is play, develop an emergency plan to send people to shelter in case of dangerous weather, secure necessary medical supplies, alert local hospitals of tournament dates and possible emergency transport, and provide for injury transport needs and equipment, coordinate w/Executive Director space needs and shelter needs, for tournament Trainers and first aid personnel. Provide a list of volunteers and times to the volunteer coordinator.

**Scheduler ( Lance Melton)**

Work with Directors, Registration, and Referee Coordinator on team placement, learns software before games are scheduled, schedule all games during tournaments including re-schedules due to weather, and provide schedules for everyone on the committee that needs one.

**Sponsorship Coordinator Andy Adamek**

Implement a Sponsorship plan, arrange for receipt of money, identify potential sponsors, update sponsorships as needed, approach potential sponsors and follow up leads, contact previous sponsors, ensure all promised promotions are in place, and maintain a list of sponsors with addresses and phone numbers, ensure club promotion of sponsors, letters of “THANK YOU” to all sponsors at tournament end.

Volunteer Coordinator

Develop a volunteer schedule (usually can’t start until 2 weeks before the tournament). Recruit and secure volunteers for all areas of the tournament based on the chairperson’s said needs, keep track of those members not volunteering or paying, and supply volunteer lists to areas that have volunteers scheduled, keep a master list of volunteers to provide to Director.

**Vendors and T-Shirt Coordinator Amy Christensen**

Coordinate any outside vendors for the tournament, and secure written contracts with outside vendors. With Executive Director and Administrative Assistant and current vendor; design a tournament t-shirt, coordinate if needed presale of t-shirt, with a flier, to go in acceptance packet, etc…