



MINNESOTA STATE USBC ASSOCIATION
61 W Little Canada Rd, Suite 300
St Paul MN 55117-1362
651/765-0011 - Fax 651/415-2828
mnstatebowl.org



The Minnesota State USBC Association is looking for qualified individuals to serve as Directors for the various tournaments conducted by the Association.

Those tournaments and details involved with each are:

| <u>WOMENS</u> | <u>OPEN</u> | <u>YOUTH</u> | <u>STATE SENIORS</u> | <u>STATE MIXED</u> |
|------------------------|----------------------|----------------------|----------------------|----------------------|
| 1,090 – 5 person teams | 700 – 5 person teams | 430 – 4 person teams | 553 Singles | 320 – 4 person teams |
| 700 – 4 person teams | 1,700 – Doubles | 100 Doubles | 167 – Doubles | 530 – Doubles |
| 4,270 - Doubles | 3,400 – Singles | 200 Singles | 4 Weekends | 6 Weekends |
| 8,540 – Singles | 14.5 Weekends | 4 Weekends | (Oct - Nov) | (April – May) |
| 17 Weekends | (Feb – April) | (April) | | |
| (Jan – April) | | | | |

POSITION SUMMARY: A Tournament Director is responsible for overseeing the operations of the respective tournament(s), providing administrative service necessary to conduct a successful event.

SUPERVISED BY: Reports to and is selected/appointed/hired by the Association Manager and Board.

SUPERVISES: Volunteers/additional staff assigned to perform specific duties involved with the operation of the tournament(s).

DUTIES AND RESPONSIBILITIES:

- Obtain invites to host the respective tournament(s)
- Review/analyze site invitations for workability.
- Prepare a report detailing the workability of each for presentation to the Board for selection procedure.
- Enter into negotiations with selected centers to prepare an Operations Agreement for the events.
- Design, produce and distribute entry forms.
- Receive entries and process in a timely manner to provide entrants with confirmations.
- Maintain accurate and timely financial records of the entries received.
- Forward all entry fees to the Association Manager in a timely manner.
- Produce all reports necessary to conduct an efficient event.
- Forward results to appropriate media in a timely manner to inform all members of the event status.
- Produce, prepare and forward prize lists and checks to the tournament participants.
- Obtain or procure all awards relevant to the event.
- Maintain historical information relevant to tournament activities.

QUALIFICATIONS:

A Tournament Director should have knowledge of bowling and the USBC playing rules; management, office and organizational skills; strong communication skills; and basic computer skills - word processing, spreadsheets and financial management software program (i.e. Quicken, Quick Books, Microsoft Money, etc.). An experience with WinLABS is preferred.

EDUCATION REQUIREMENTS:

- High School diploma
- Communication training or experience
- Inter-personal relationship skills
- Knowledge of current technology (computers, etc.)

Complete enclosed application form and forward to:
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