

**Minnesota State USBC**  
**Youth Tournament Director**

**DUTIES AND RESPONSIBILITIES:**

- \* Obtain invites to host the Championships.
- \* Review/analyze site invitations for workability.
- \* Prepare a report detailing the workability of each for presentation 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.
- \* Deposit all entry fees within 7 days to the appropriate banking institution.
- \* Forward a copy of the deposit slip and supporting documentation to the Association Manager weekly.
- \* Produce all reports necessary to conduct an efficient event.
- \* Forward tournament results to appropriate media (Publicity Committee and local bowling publications) weekly..
- \* Produce, prepare and provide prize lists to the tournament participants.
- \* Forward scholarship data to USBC.
- \* Obtain or procure all awards relevant to the event.
- \* Maintain historical information relevant to tournament activities.
- \* Assist in preparation of annual budget
- \* Recruit adequate staff to conduct a successful Championship.
- \* Be a member of the State Youth Committee and attend tournament meetings.
- \* Must be in attendance at Jamboree for the tournament, in proper attire and attend the Jamboree evening Banquet of Champions to award the Youth State Tournament plaques.
- \* Other duties as assigned and requested by the management of the MN USBC that may come up from time to time to expedite the well-being of the tournament program