

## **MJS Tournament Board Positions**

The time commitment for the Board is not a huge amount of time and some duties could be further split-off. Generally, the Board meets every 3 weeks from March through May and maybe once after the tournament. Meetings are 60-90 minutes. The Board is there the day of the Tournament. The current Board will help train new members.

### **Tournament Director**

- Coordinates the Board's duties and schedule
  - Sets meetings, creates agendas, distributes minutes (google doc) (30 mins per meeting)
  - Keeps track of Sponsorships (google doc) – Could be delegated to Sponsor person. (done during meeting)
  - Updates Sponsorship flyer – (15 mins)
  - Reports earnings (1 hour)
  - Sends out Thank You's – (1 -2 hours)

### **Communications**

- Creates and sends emails for tournament (2-3 hours spread out)
  - 10-12 emails sent to different groups
  - Templates available

**Basket & Silent Auction** (best to use 2-3 people) (Most time (4-5 hours) is during the week of the Tournament – getting the baskets and setting up bid sheets)

- Emails teams and coordinates collecting baskets
- Coordinates silent auction items
- Sets up silent auction bid sheets
- Purchases tickets, pens other supplies (re-imbursed by club)
- Organizes Volunteers to staff table
- Manages money, collects silent auction checks
- Distributes baskets (calls winners and has them pick up)

**Field Set up\Volunteer Coordinator** (the day before & day of Tournament)

- Sets up sign up page for Volunteers (sign up Genius)
- Measures and marks fields for lining (2 hours)
- Manages Volunteers during set up (3 hours)
- Manages Volunteers during clean-up (2 hours)

**Snack Bar** (a few hours planning and tournament day)

- Coordinates sponsored food (most by one sponsor)
- Coordinates grillers
- Coordinates Volunteers
- Sets up pricing
- Sets up & cleans up snack bar (with Volunteers)

## **Sponsorships**

- All Board members help with sponsorships and we have many sponsors who return annually
- Coordinate & track sponsors
- New Sponsors – 3-5 per year new

## **Logistics – Pickup truck helpful**

- Pickup & drop off tables & coolers (1.5 hours each)
- Pickup Ice (included)

## **Tournament Book & Sponsor Signs (3-4 hours)**

- Creates book with sponsors – Some graphic skills required uses wordpress
- Sends to and picks up from printer
- Sends logos to sign man and picks up and returns

## **T-shirts & Medals**

- Orders t-shirts & medals – 1 hour
- Picks up t-shirts & medals – 30 mins
- Organizes t-shirts – 90 minutes
- Post Tournament count – 30 minutes

## **Referee Coordinator (most of the time during tournament)**

- Arranges supplies – cards, whistles & pens
- Tent
- Organizes volunteers
- Game assignments

## **Scheduler (Bill Gray will handle)**

- Coordinates with Travel & IM coaches
- Sets up schedule
- Sets up scoring brackets