



Women's Championship Tournament Director

Position Summary

The ideal candidate will have a deep understanding of the bowling world and a proven record of successful tournament operations. The candidate will also bring to the position the capacity to work independently as well as collaboratively with the PA State USBC Association Manager, the Officers, the Board, the Local Association officials and, most importantly, the tournament bowlers of the state of Pennsylvania.

The successful candidate should possess the following characteristics:

- The highest ethics and integrity, maturity, tact, diplomacy and judgment
- The ability to serve as an effective, credible representative of the PA State USBC
- The ability to speak to audiences (public relations) with enthusiasm and a good sense of humor
- An interest in people, a willingness to learn and a comfort level in interacting with volunteers, proprietors and bowlers

In addition to these characteristics, the successful candidate needs to possess the following skills/knowledge:

- Excellent communication skills, both oral and written
- The ability to plan strategically
- Superb organizational and time management skills and the ability to prioritize
- Leadership skills that will promote teamwork
- Computer literacy in Microsoft Office Suite applications
- Working knowledge of USBC WinLABS software preferred
- Ability and experience in all aspects of financial transactions
- Be able to communicate with others and make decisions based upon the rules and policies of the PA State USBC and possess the ability to resolve conflicts
- Be familiar and knowledgeable of all PA State and USBC rules pertaining to certified bowling tournaments

The following is a detailed job description the successful candidate will be required to adhere to during his/her tenure, recognizing the fact that the description is fluid and may require the ability to adapt as the situation arises.

1. Conduct the annual PA State USBC Women's Championship Tournament
2. Be on-site during the operation of the tournament
3. Understand the PA State USBC Women's Championship Tournament rules
4. Prepare entry blanks for printing
5. Apply for a USBC tournament certification
6. Obtain maps, hotel/motel facilities, restaurants, etc. from host associations
7. Mail/distribute entry applications to team captains, bowling establishments, local association managers and Board members
8. Educate the host association volunteers about tournament operations
9. Deposit all monies received from the entries into the Tournament account
10. Assist as needed in the preparation of a welcome book if used
11. Process all applications, verifying averages and membership
12. Prepare the tournament schedule for the host association printer (if needed)
14. Prepare all necessary paperwork to successfully execute each tournament weekend
15. Report the lineage to the Association Manager for scheduled payments
16. Create and maintain a file to identify each participant and their years of participation
17. Complete the tournament prize list, verifying averages of all winners
18. Prepare prize checks for the Association Manager. Have prize list posted on the website and make the list available for all requesting it
19. Maintain good working relations with the host association officials
20. Be willing to make adjustments as the situation warrants
21. Submit timely reports to the Association Manager
22. Prepare tournament posters for upcoming tournaments for printing
23. Maintain adequate inventories to operate the office of Director
24. Maintain list of entries by local associations
25. Execute the proper contract with the host association and the proprietors
26. Be a contributing member of the Tournament Committee
27. Devise a lane condition for the tournament (one that will be fair and consistent throughout the tournament)
28. Maintain current standings and forward them to the Webmaster, and other appropriate groups
29. Prepare a tournament report for Board meetings and the Annual Meeting
30. Regularly post to our Facebook page during the tournament

These specific duties and others not specified are only a sampling of the duties to be exercised by the Director. Typically, the Director has some latitude when exercising the duties of the office.

Also attached is the Women's Championship Tournament Director's work schedule. This timeline is included to give a general idea of the work requirements.

Women's Championship Tournament Director Work Schedule:

August – Mid

Obtain information sheets from Host to be included with entry application confirmation.

September - Mid

Meet with Host and centers to review tournament plans and procedures.

Advise Host concerning content of the report for the fall board meeting and brief them on what will be expected of them.

October – Mid

Provide a packet of entry forms to each Board member.

January - Mid

Deliver next year's entry to printer

March - Mid

Provide the first draft of the tournament schedule to the Host and centers.

April – Beginning

Begin tournament and continue through close. Maintain contacts with Host and centers to make adjustments if necessary.

Provide weekly once tournament starts an updated tournament schedule to the Host and centers.

May - Mid

Submit a tournament report to Manager of tournament operations to date for publication for annual meeting. This report to include a list of entries by local association. Report is subject to amendments based upon later developments.

June - Mid

Review information sheet from Host for final approval.

July - Mid

Complete tournament prize checks and return to Manager for mailing.

Have the final prize list prepared for publishing on the web site.

Deliver entry forms to local associations in attendance at annual meeting.

Inventory supplies and order those needed for next year.

Compensation

Presently, the Board of Directors has established the following for the Women's Championship Tournament Director:

1. The Women's Championship Tournament Director will receive \$0.80 per entrant in team, doubles and singles, reduced by separate payments made to any individual(s) working on behalf of the Director. First payment on April 1 and final upon completion of the event.
 2. The Director will also be reimbursed for mileage, food and lodging for tournament site work as per defined standard rates.
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Conclusion:

This search process is currently underway. Candidates are invited to submit, in confidence, a letter of application together with a resume to Brian Hess, Human Resources Committee Chair, 229 Letort Rd., Millersville, PA 17551.

Electronic correspondence can be sent to bchess847@comcast.net. If you have questions, please direct them to Brian Hess at the above email or 717-314-3377 cell.

All applications must be postmarked or electronically submitted by June 1, 2021.