

Tournament Director for Western Massachusetts

District 1 seeks a Tournament Director that will represent District 1 for the Western Massachusetts tournament. The Tournament Director is responsible for planning, managing, fiscal oversight and leading the Western Massachusetts Tournament from ideation through to completion. This requires interaction with a range of internal and external stakeholders, most often managing several moving project parts simultaneously. The Tournament Director will report directly to the Director of Events.

Responsibilities

Update the MIAA policy to fit the vision and mission of District 1 Western Massachusetts Tournament.

Ensure compliance with all MIAA, PVIAC/District 1 policies, procedures, rules and regulations

Work with the Director of Events and tournament committee to develop a budget. Implement, review and make recommendations for future tournaments

Promote the tournament and post brackets via social media in conjunction with the Director of Events

Conduct, facilitate and attend meetings

- Seeding meeting

- Pre and Post Season meetings with coaches

- Tournament Director meeting

Secure two sites and two back up sites for tournament play in both the Berkshire County and Pioneer Valley, taking into account geography and weather conditions.

Seed using the MIAA power rankings and post weekly WMASS rankings

Verify accuracy of scores

Communicate with Athletic Directors; tournament policies, procedures and directives including site guidelines, arrival times, host requirements, and chaperone needs etc

Work with Official Assignor overseeing all assigned officials, 1 official from each league and 1 official that is neutral

Order awards, confirm accuracy and distribute to host sites

Organize with the host sites and stakeholders:

- Media coverage, athletic trainer, security - police/staff, lights, announcer, scoreboard and clock operators, custodians, parking attendants, site workers - ticket sellers and takers as needed

Online programs for finals