



NMUSBC Tournament Manager Job Description

Position: Tournament Manager

Reports To: New Mexico USBC Board



Status: Exempt/Salary

Position Summary:

The Tournament Manager is responsible for overseeing the operations of all NMUSBC certified tournaments for adult/youth. Shall comply with the USBC Bylaws and policies and may require working evening and weekends, in accordance with Rule 303a – Tournament Manager.

Position Responsibilities:

- Youth and Adult Tournaments
 - Tournament managers in youth and adult tournaments, 18 years of age and older, must be a Registered Volunteer (go to BOWL.com/RVP)
 - Oversees the operations of all adult/youth tournaments.
 - Submit SMART Fund reports to USBC Headquarters as requested within 30 days after the end of the last squad time.
 - Must pass a background check as specified by NMUSBC and must be bondable.
 - Have thorough knowledge of the USBC Playing Rules & Tournament Rules.
 - Knowledge of specific rules adopted by the NMUSBC Board of Directors pertaining to each individual tournament.
 - Must be able to commit to a total of at least 11 weekends per year to oversee NMUSBC State Tournaments. If the number of weekends changes for any tournament, you must be able to accommodate working those additional weekends. Current Tournaments and duration:

Senior Tournament	3 weekends	November
NM Youth Scratch Championship Tournament	1 weekend	(To be determined)
Women's Tournament	3 weekends	March
State Youth Tournament	2 weekends	April
Open Tournament	3 weekends	May

- Management
 - Tournament management has supervisory control of all technical parts of the operation of the tournament including the following:
 - Drafting the schedule and prize list.
 - Adopting and enforcing the tournament rules, provided they are not in conflict with any USBC rules.
 - Deciding all disputes, complaints or protest(s) involving any USBC or tournament rules or appeals from the decision of tournament personnel.
 - Deciding any matter about the operation of the tournament, when not inconsistent with the tournament rules, or USBC rules.
 - Accepting or rejecting any entrant.

- Preparing and mailing tournament applications to all directors and bowling centers.
- Tournament Manager will be responsible for making all final on-site decisions with regards to USBC and tournament rules and other disputes that might arise in the course of the tournament. The decision of the Tournament Manager will stand unless appealed in accordance with proper procedures.
- Finances
 - Prepare a budget for board approval.
 - Submitting written financial reports at all board and association meetings.
 - Stay within the budget.
 - Prepare and distribute tournament checks and/or SMART funds within 30 days after the end of the last squad time.
 - Deposit cash/checks within 7 days of receipt.

Duties and detailed Responsibility:

- Security and maintenance of all computers, printers, display boards, and any other equipment assigned to them and assuring all items necessary to run the tournament are in working order and available at the tournament site each day of the tournament.
 - a) Arrange for adequate insurance coverage of equipment and inventory to indemnify the Association against loss due to theft or catastrophic loss.
- Maintaining an adequate inventory of bracket forms, tournament entry forms, office supplies and any other supplies necessary to run the tournament and that they are available at the tournament site each day of the tournament.
- Sending appropriate Requests for Proposal (RFP's) for each tournament to each eligible bowling center in a time frame specified by the Board.
 - a) Prepare a summary by tournament of all RFP's received in a format for presentation to the Board for their evaluation and selection.
- Preparing the entry form draft for each tournament by making necessary additions, deletions and changes to the form as needed, including any rule changes, date changes, hosting center and city changes.
 - a) Will continue to enlist assistance in proofreading the entry forms.
 - b) Will work with printing vendor to ensure entry forms are completed on time.
- Distributing entry forms for each tournament in a timely manner.
- Collecting entry fee monies and depositing in the appropriate bank account. Deposits will be made within 7 days of receipt of entry fees. Copies of deposit slips with a complete description of reason for deposit will be sent to the Association Manager within 4 days of deposit. Credit card processing must also be completed within 4 days and credit card receipts sent to the Association Manager.
- Maintaining the supply and current inventory of merchandise items sold by the state association and making them available at the tournament sites.
- Maintaining the supply and current inventory of pins and other on-site awards given for various achievements and participation and ordering such as needed to maintain an acceptable level of each tournament. Will work with the Association Manager to determine cost and method of payment.
- Maintaining a petty cash at the tournament site to be used as follows:
 - a) Provide change funds and "start-up" money for brackets, merchandise sales and other projects the state does for fundraising.
 - b) Purchase necessary incidental needs such as office supply items, printer cartridges, paper, etc.

- Printing all forms required for each weekend of each tournament, i.e. check-in sheets, recap sheets, entry forms for on-site entry.
- Providing host bowling center with squad information for each weekend of each tournament prior to the weekend for entry into the center's computer system.
- Being present each day of a state tournament (required) to oversee operations, answer questions, make introductions, handle any problems or rules questions that arise during the tournament and assist volunteers working various duties at the tournament, such as brackets, merchandise sales, check-in, awards, raffles, etc.
- Processing all substitute requests, making the changes on both the recaps and check-in sheets and informing the host center of such changes.
- Entering scores into the computer after each squad. Update and print current standings after each squad.
- Receiving and processing on-site entries on a space available basis, when allowed by Tournament rules, collecting the money for those entries and providing an accounting of those funds received. Tournament Manager will not accept any entries for a squad after the stated deadline for that squad. i.e., If rules state entries close one hour before squad time, no entries will be accepted for that squad after that time.
- Updating and maintaining the listing of bowlers who have won money in brackets, side pots and tournament winnings with dates and amounts won. Obtain the bowler's social security number (if not already known) when it appears the participant will accumulate winnings of \$600.00 or more in the calendar year. At the end of each tournament, an updated listing will be sent to the Association Manager.
- Preparing an accounting of funds raised through brackets, merchandise, raffles or other fund raisers or other sources and any on-site entries received each weekend.
 - a) Deposit of these funds must be made within 4 days following the tournament weekend. Copies of the deposit slips and a detailed accounting must be sent to the Association Manager within 2 days for reconciliation of bank deposits.
 - b) Credit card processing must also be within 4 days following the tournament weekend and credit card receipts be sent to the Association Manager within 2 days. Monthly Review credit card statement for accuracy.
- Immediately forwarding to the President any written protest or complaints received from participants regarding the tournament or personnel working at the tournament.
- Maintaining an organized file of all written records of the tournament including recap sheets, entry forms, financial reports, final standings, prize lists, protests, complaints, etc. These will be used for audit purposes.
- Having a copy of the current USBC Playing Rules and Tournament Rules on site.
- After each weekend of the tournament, sending a backup copy of Winlabs database to the Association Manager.
- After each weekend of the tournament, send a copy of current standings to the Association Manager to be posted on the website.
- Upon completion of a tournament, send a listing of the Scratch and Handicap winners for each event to the Recognition Committee Chairperson.
- Upon completion of a tournament, send a listing of the prize list and Scratch and Handicap winners for each event to the Association Manager to be posted on the website.
- Making prize fund payout within 30 days of the close of the tournament to all winners in adult tournaments.
- Making appropriate SMART fund deposits within 30 days of the close of the tournament to the accounts of all winners of youth tournaments.
- Ensuring all withdrawals relating to tournament operations have two signatures. (Two

- members of an immediate family cannot co-sign for withdrawals.)
- Attending all Board Meetings and the Annual Meeting at his/her own expense.

Required Skills and Abilities:

- The Tournament Manager should have knowledge of bowling, management, customer service, and organizational skills.
- Have the capability to learn and be proficient in WinLABS and online processing.
- Knowledge of Quick Books.
- Basic Computer skills; MS Word, Excel.
- Have adequate office space for processing tournaments.
- Be able to travel within the state of New Mexico for adult/youth tournaments.
- Organizational skills.
- Experience on the association board preferred.

Physical Requirement:

- Lifting of boxes of supplies, stooping and sitting for periods of time.
- Able to store all supplies and merchandise at your home.

Travel Requirements:

- Travel within the state to all tournaments.

Additional Information:

- Salary position at a monthly cost.
- \$1.50 per bowler during tournaments