



# EDEN PRAIRIE SOCCER CLUB

## Tournament Committees and Responsibilities

### Finance

Responsibilities –

- 1 Manage the cash for concessions at the tournaments (plan for providing change and collecting and recording money at tournament). This depends on concession set up.
- 2 Manage the payment of the referees and paid workers for the tournaments (devise payment/tracking plan with Referee Assignor for referee payments).

### Technology

Responsibilities –

- 1 Recommend tournament management software (tournament registration, communications, scheduling games and referee, scoring, volunteers).
- 2 Provide technology plan and support for the tournament. (scoring onsite and online, post/update schedule)
- 3 Manage onsite tournament technology and issues.

### Marketing

Responsibilities-

- 1 Market the tournaments to attract quality teams to fill all tournament openings (ie: advertising the tournament, contacting clubs to help fill brackets).
- 2 Try to attract out of state and international teams to the Prairie Cup.
- 3 Contact FIFA agents regarding international teams and their potential involvement in attracting teams to the Prairie Cup. (do this early)

## **Registration/ Communication**

Responsibilities-

- 1 Manage questions regarding team registrations.
- 2 Confirms team registrations.
- 3 Place teams in the proper age and playing level

## **Scheduling/ Communication**

Responsibilities-

- 1 Upon full tournament registration, determine team grouping.
- 2 Schedule comparable age groups at same/nearby sites (when possible)
- 3 Be at tournament(s) to help resolve scheduling and rescheduling issues.
- 4 Communicate with coaches/referee assignor in advance of tournament regarding schedule and special requests (ie; no games Friday, etc).
- 5 Have a plan for last minute team cancellations and/or inclement weather conditions.
- 6 Manage the scheduling of playoff and championship games.

## **Concessions**

Responsibilities –

- 1 Select vendors and products to sell at tournaments.
- 2 Work with sponsorship committee for donated products.
- 3 Set prices and plan for how we will stock the concession sites. (if no vendor)
- 4 Plan the concession sites (concession trailers/tents/locations)

## **T-Shirt/Awards**

Responsibilities –

- 1 Design tournament logo for Kickoff and Prairie Cup.
- 2 Select t-shirt vendor. (decide on the sizes and quantity and order t-shirts to sell onsite at the tournament)
- 3 Manage and sort preorders,
- 4 Select vendor(s) for awards (trophies or medals) and place order.

## **Fields**

Responsibilities –

- 1 Work with the city and high schools to secure the needed fields facilities for the tournaments.
- 2 Work with scheduler to figure out the hours needed on fields (fields rented from schools on hourly basis).
- 3 Ensure we have adequate facilities such as trash, biffs, power, lights and make sure they are configured and setup as needed.
- 4 Ensure nets are in game condition

## **Volunteer**

Responsibilities –

- 1 Recruit volunteers for tournament committees and for tournament operations.
- 2 Determine volunteers shifts that are needed for the tournaments and schedule volunteers
- 3 Secure paid workers for assignments that are not filled by volunteers.
- 4 Manage volunteers and paid workers during tournaments.

## **Sponsorship**

Responsibilities –

- 1 Recommend sponsorship ideas and levels and rates.
- 2 Create flyer to give to potential volunteers with levels and rates
- 3 Plan and execute sponsorship initiatives
- 4 Follow through to ensure sponsorship funds are collected.
- 5 Work with technology and registration communications committees to ensure proper sponsor recognition.
- 6 Coordinate the design and production of other sponsorship materials.

## **Scoring**

Responsibilities –

- 1 Ensure scores are being called in
- 2 Update onsite tournament score board
- 3 Update playoff schedules as tournament groupings are determined.

## **Site Coordinators**

Responsibilities –

- 1 On site to answer questions.
- 4 Manage volunteer assignments at specific sites.
- 5 Ensure fields have referees and teams.
- 6 Report scores,
- 7 Make sure concession have adequate inventory and change.
- 8 Communicate with appropriate tournament officials to answer questions and ensure the site runs smoothly.