



# SCOR Warm-Up Tournament Committee Positions

## 1. Invitations and Registration

- Finalize teams to invite, prepare and send invitations
- Arrange materials for printing
- Organize and prepare packets for participants
- Coordinate acceptance with scheduling committee
- Follow-up on incomplete registration forms
- Send acceptance notices
- Set-up, manage registration process
- Most duties occur in June and August

## 2. Concessions

- Assign locations of stands to be run by SCOR, and those to be run by outside vendors (West Lane Pizza, Chez Lenard, etc)
- Maintain communication with outside vendors
- Work with sponsors to obtain donated goods to sell at SCOR stands
- Order/pick up food, donated goods, ice
- Assemble stands
- Coordinate with Volunteers Committee for scheduling
- Most activities occur in July and August

## 3. Fields and Equipment

- Responsible for all equipment needs
- Arrange for Tournament balls
- Set up goals, sandbags and corner flags
- Coordinate field lining
- Garbage/recycling on sites, including extra garbage cans and pick-up on Saturday
- Arrange porta-johns
- Most activities occur in August

## 4. Field Marshal/Safety

- Create field marshal schedules and coordinate w/ Volunteers Committee
- Arrange and set up Field Marshal supplies at each field
- Coordinate with City officials. Directors send initial notification to police, fire, First Selectman and Danbury Hospital ER
- Schedule trainer to be stationed at HQ
- Most activities occur in August

## 5. **Marketing/PR**

- Put mailer out to local merchants. Ask previous contributors to return-
- Solicit donations from businesses and corporate sponsors- *already have a list with what they purchased last year*
- Solicit donations for marketing and promotional considerations (banners, coupons in team packages, etc.
- Responsible for production of Tournament program
- Contact and work with printer
- Program layout including sponsors.
- Work with local papers (Ridgefield Press, Danbury News-Times) and website
- Pictures and pre/post-Tournament articles to newspapers
- Notify Board of Education
- Most activities occur in June and August

## 6. **Referees/Scheduling**

- Work with SCOR Ref Assignor to develop list of refs
- Send letters to refs
- Work with Scheduling Committee to schedule refs for each game.
- Contingency plan for no-show refs
- Manage yellow/red card process
- Prepare teams and fields plans
- Coordinate with Invitation Committee
- Most activities occur in June and August

## 7. **Scoring/Results**

- Prepare plan to record official scores
- Collect and assemble scores from Field Marshals
- Organize and manage communication between fields
- Update and post scores at each field and on the website
- Coordinate with Trophy Committee
- Most activities occur in August

## 8. **Shirts/Patches/Trophies**

- Create new design/style for T-shirts
- Arrange with vendors for purchasing and printing
- Organize with webmaster to display pre-order info on website
- Coordinate sales
- Coordinate w/ Invitations Committee re: pre-orders
- Choose design for trophies and medals
- Work with Scoring Committee to manage the distribution process
- Coordinate with Registration to distribute medals to U9/U10 managers
- Most activities occur in June and August

## 9. **Signs/Parking**

- Coordinate safety and directional signage
- Work with town officials to post signs
- Put up, take down and replace all signs.
- Coordinate w/ Volunteer Committee for parking duty at Onalfo Field. Limited parking is available there for the Tournament, so volunteers re-direct cars to park at ERMS across the street.
- Most activities occur in June and August

## 10. **Volunteers**

- Prepare volunteer database of all non-committed travel parents
- Coordinate with the different committee chairs- Field Marshals, Registration & Invitations, Concessions, etc.. for volunteer requirements
- Coordinate with Travel team managers for parents to commit to required slots
- Assign volunteer parents where needed for the 2 day tournament
- Most activities occur in August