

CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



Position: Director of Events

Purpose: The Director of Events has overall responsibility for planning extracurricular events and award ceremonies outside regular season play.

Duties and Responsibilities

- Work with Director of Volunteers to establish subcommittees for promoting and advertising the events, obtaining sponsors and creating tournament programming.
- Ensure events are run according to current CRYSA mandates.
- Ensure all permits required by the City of Campbell River are obtained.
- Ensure tournaments events are sanctioned. This includes submitting the required paperwork pre and post-tournament, and keeping up-to-date on new tournament requirements as communicated by BC Soccer.
- Maintain all paperwork – flier, permits, news articles, sponsor solicitation letters, rules, roster forms, medical release forms, budget, tournament summary forms, etc.
- Oversee event finances – Work closely with the CRYSA treasurer to ensure that bills are paid, registration fees are collected, monies deposited, and income and expense summary reports are prepared.
- Present financial report after the tournament is held within one month of the tournament date.
- Attend scheduled CRYSA Board of Director Meetings.

Knowledge and Skills

- Have a basic understanding of CRYSA's constitution and operations.
- Maintains high standards for the tournament.
- Ability to provide direction to others.
- Ability to establish and manage execution of plans.
- Ability to use sound judgment.
- Ability to manage and lead meetings.

Commitment

This position is very active in certain months, and requires a proactive approach. The time commitment could be 10-20 hours per month.