

Keowee Anglers Tournament Director Job Description

Revised 1/14/2010

In the Keowee Anglers, the Tournament Director is a board position responsible to:

1. Plan and implement the Team Tournaments for The Club each year

- Create a schedule and description of the tournaments for the year, and make sure the tournaments are correctly listed in the Club's Calendar for the year, and on the Club's website.
- Send out announcements and registration instructions for each tournament at least 1 month in advance of the tournament. Also send out several reminders for members to register showing who is registered so far.
- Work with the webmaster to have the registration information on the website set up appropriately.
- Receive the tournament and award luncheon registrations, match registrants into teams as required by the type of tournament, and send out the final roster for the tournament during the week before tournament.
- Accept late registrations as entries in the standby list, and manage the standby list as necessary to maximize the number of teams who can fish while minimizing the disruptions to the roster if/when registrant are "forced" to cancel out of a tournament.
- Plan the locations and caterers of the award luncheons, and manage the plan for each tournament as the number of people signed up for the luncheon becomes clear. [The plan for 2010 is for the luncheon to be held at Cheers with attendees paying for what they order if the number of people attending the luncheon is approximately 25-28 or less. For approximately 25-28 or more, the plan is to have the luncheon catered at the Meeting Room at the South Marina at Keowee Key with attendees paying a flat fee sufficient to cover Club costs.]
- Coordinate with the Treasurer to have the cash awards present at the Awards Luncheon ready to be given out.
- Collect the tournament results and use the results to:
 - Run the Tournament Awards luncheon
 - Accumulate statistics for use in determining the Angler of the Year, for use in planning future tournaments, and for acknowledging the participants the first meeting of the next year.
- Run the Tournament Awards portion of the Luncheon Meeting, including: conducting the award ceremony, ensuring a picture is taken of the winners for the website, and ensuring any required clean-up is performed.

2. Lay the groundwork for the following year's tournaments

- At the end of August, ensure that someone who is a member of Keowee Key will submit to Keowee Key (as required on September 1) room reservation requests for the meeting room at the South Marina at Keowee Key for next year's Team Tournament Award Luncheons, in case the room is needed.
- Work with the Board of Directors to determine what type of Team Tournaments will be held during the following year

- Maintain records of the results of tournaments to be passed on to following Tournament Directors, as needed to implement future tournaments.

3. Implement the Longest Fish of Species tournament during the year

- Announce the rules and submission procedures in the first week of the year.
- Collect, validate, and record submissions, and during the year report changes in the standings to the membership
- Coordinate with the Treasurer to have the required cash and prizes present at the January meeting of the following year to make the award presentations.
- Ensure that the Tournament Director, or if necessary some other board member, will attend the January meeting of the following year to be responsible for presenting the awards for the current year.

4. Implement the Angler of the Year award as determined by the Board of Directors

- Work with the board of Directors so that the Board is clear about the criteria for the Angler of the Year award. For 2010, the award will be give to the single Keowee Angler who has the largest total of up to 5 legal bass caught from each of the team tournaments (up to 5 bass per tournament) during the year.
- Announce the Angler of the Year concept and implementation to the membership before the first Team Tournament of the year.
- Collect from the Team Tournaments the records required to determine at the end of the year: the Angler of the Year.
- Arrange with the Treasurer to have the Angler of the Year award present at the January meeting of the following year, so that it can be given out.
- Ensure that the Tournament Director, or if necessary some other board member, will attend the January meeting of the following year to be responsible for presenting the Angler of the Year award for the current year.
- At the end of each year, clarify and verify with the Board of Directors the criteria for Angler of the Year for the following year.

5. Perform other duties

- Attend Board Meetings, in part to report on the status of the tournaments above.
- Maintain this Tournament Director Job Description, and ensure that the President has a current copy
- Maintain all the records needed to implement the Tournament Director job, so that they can be passed on to the next Tournament Director.
- Assist the Board of Directors in finding and training a new Tournament Director when needed.