



Pepsi/HDCP Singles Tournament Director

Position Summary

The ideal candidate will have a deep understanding of the bowling world and a proven record of successful tournament operations. The candidate will also bring to the position the capacity to work independently as well as collaboratively with the PA State USBC Association Manager, the Officers, the Board, District Tournament Directors, the Local Association officials and, most importantly, the tournament bowlers of the state of Pennsylvania.

The successful candidate should possess the following characteristics:

- The highest ethics and integrity, maturity, tact, diplomacy and judgment
- The ability to serve as an effective, credible representative of the PA State USBC
- The ability to speak to audiences (public relations) with enthusiasm and a good sense of humor.
- An interest in people, a willingness to learn and a comfort level in interacting with volunteers, proprietors, youth bowlers and their parents.

In addition to these characteristics, the successful candidate needs to possess the following skills/knowledge:

- Must be RVP compliant. (SafeSport and NCSI Background Screening)
- Understanding of USBC Rules and Youth Tournament Rules
- Excellent communication skills, both oral and written
- The ability to plan strategically.
- Superb organizational and time management skills and the ability to prioritize.
- Leadership skills that will promote teamwork.
- Computer literacy in Microsoft Office Suite applications, especially Excel.
- Working knowledge of USBC WinLabs software preferred
- Working knowledge of USBC online tournament registration system preferred
- Ability and experience in all aspects of financial transactions
- Be able to communicate with others and make decisions based upon the rules and policies of the PA State USBC and possess the ability to resolve conflicts.
- Be familiar and knowledgeable of all PA State and USBC rules pertaining to certified bowling tournaments.

The following is a detailed job description the successful candidate will be required to adhere to during his/her tenure, recognizing the fact that the description is fluid and may require the ability to adapt as the situation arises.

1. Follow the policies for the position as outlined in the Association's Policy and Tournament Operations Handbooks.
2. Conduct the annual PA State USBC Pepsi and HDCP Singles Tournaments.
3. Be on-site during the operation of the tournament.
4. Understand the PA State USBC Pepsi and HDCP Singles Tournament rules.
5. Prepare tournament handbook for printing.
6. Apply for a USBC tournament certification.
7. Obtain maps, hotel/motel facilities, restaurants, etc. from host center.
8. Mail/distribute entry applications to bowling establishments/youth league supervisors.
9. Educate the host center volunteers about tournament operations.
10. Deposit all monies received from the entries into the Tournament account.
11. Process all applications, verifying averages and membership.
12. Prepare the tournament schedule for the host center.
13. Prepare all necessary paperwork to successfully execute each tournament weekend.
14. Report the lineage to the Association Manager for payment for all Districts and State Finals.
15. Complete the tournament scholarship prize list.
16. Prepare scholarship list to be submitted to SMART. Have final scholarship standings and final complete Standings posted on the website and make the list available for all requesting it.
17. Maintain good working relations with the host center.
18. Be willing to adjust as the situation warrants.
19. Submit timely reports to the Association Manager
20. Maintain adequate inventories to operate the office of Director.
21. Execute the proper contract with the centers, both District and State Finals.
22. Be a contributing member of the Youth Committee
23. Devise a lane condition for the tournament (one that will be fair and consistent throughout the tournament)
24. Maintain current standings and forward them to the Webmaster, and other appropriate groups.
25. Prepare a tournament report for Board meetings and the Annual Meeting
26. Regularly post to our Facebook page during the tournament

These specific duties and others not specified are only a sampling of the duties to be exercised by the Director. Typically, the Director has some latitude when exercising the duties of the office.

Also attached is the Pepsi and HDCP Singles Tournament Director's work schedule. This timeline is included to give a general idea of the work requirements.

Compensation

Presently, the Board of Directors has established the following for the Pepsi and HDCP Singles Tournament Director:

1. The Pepsi and HDCP Singles Tournament Director will receive \$1.00 per entrant in the Pepsi and HDCP Singles at the District Level, reduced by separate payments made to any individual(s) working on behalf of the Director. Payment is made upon completion of the event and all proper reports have been filed.
 2. The Director will also be reimbursed for mileage, food and lodging for tournament site work as per defined standard rates.
-

Conclusion:

This search process is currently underway. Candidates are invited to submit, in confidence, a letter of application together with a resume to Brian Hess, Human Resources Committee Chair, 229 Letort Rd., Millersville, PA 17551

Electronic correspondence can be sent to bchess847@comcast.net.

If you have questions, please direct them to Brian Hess at the above email or 717-314-3377 Cell.

All applications must be postmarked or electronically submitted by November 1, 2024.