

Pennsylvania State USBC Association

Senior 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 Line Officers, the Board, 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 and bowlers

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

- 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 particularly in Winlabs, Microsoft Word and Microsoft Excel
- 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. Conduct the annual PA State USBC Senior Tournament
2. Be on-site during the operation of the tournament
3. Understand the PA State USBC Senior Tournament rules
4. Prepare entry blanks for printing
5. Apply for a USBC tournament certification
6. Obtain maps, hotel/motel facilities, restaurants, etc. from host associations
7. Mail/distribute entry applications to team captains, bowling establishments, local association managers and Board members
8. Educate the host association volunteers about tournament operations
9. Secure the proper mailing permits
10. Deposit all monies received from the entries into the Tournament account
11. Assist as needed in the preparation of a welcome book if used
12. Process all applications inserting the participant's handicap and eligibility class
13. Prepare the tournament schedule for the host association printer (if needed)
14. Supply score sheets
15. Report the lineage to the Association Manager for scheduled payments
16. Create and maintain a file to identify each participant and their years of participation
17. Complete the tournament prize list, verifying averages of all winners
18. Prepare prize checks for the Association Manager. Have prize list posted on the website and make the list available for all requiring requesting it
19. Maintain good working relations with the host association officials
20. Be willing to make adjustments as the situation warrants
21. Submit timely reports to the Association Manager
22. Prepare tournament posters for upcoming tournaments for printing
23. Maintain adequate inventories to operate the office of Director
24. Maintain list of entries by local associations
25. Execute the proper contract with the host proprietors
26. Be a contributing member of the Tournament Committee
27. Devise a lane condition for the tournament (one that will be fair and consistent throughout the tournament)
28. Maintain current standings and forward them to the Webmaster, and other appropriate groups
29. Prepare a tournament report for distribution at the annual meeting

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 Senior Tournament Director's work schedule. This timeline is included to give a general idea of the work requirements.

Seniors Tournament Director Work Schedule: Because of the date of the Seniors Tournament, the preparations phase begins early in the calendar year. The chronology of this schedule commences with February to reflect the proper planning sequence.

February

- Mid
1. Provide printer with copy for entry blank.
 2. Prepare two posters (22" x 28") to be displayed at each annual tournament house to provide publicity for seniors tournament.

March

- Mid
1. Take an inventory of all supplies needed for the next tournament.
 2. Place posters and entry blanks in each of the annual tournament houses.

April, May

Ongoing preparation for next tournament including transfer of advance application requests onto present entry blanks and establishment of schedules and open slots for coming tournament.

June

- Mid
1. Prepare advance reservation forms for following year's tournament.
 2. Prepare mailing of application blanks to local association managers.
 3. Prepare mailing for senior bowlers who have not sent reservation for coming tournament.

July

- Mid
1. Distribute application forms for coming tournament to local association managers and Directors.
- End
1. Mail out entry blanks for those with last year's advance reservations.
 2. Send letter, entry blank and identification of available squads to those who have not reserved times.
 3. File request for USBC certification for tournament.

August, September

1. Process incoming entry forms and make deposits into the Tournament account. Inform the Association manager of said deposits.
2. Prepare advance reservation forms for next year.

October

- Mid
1. Complete scheduling
 2. Send copy of schedule to hosting association for printing in schedule book.

November

Conduct tournament. Present participation awards on site. Accept advance reservations for next year's tournament. Prepare list of prizewinners for Association Manager.

December

- End
1. Arrange for printing of prize list.
 2. Prepare two sets of mailing labels: for prize lists and entry blanks for next years tournament.

January

- End
1. Update records of bowler participation. Identify members establishing award eligibility.

Compensation

Presently, the Board of Directors has established the following for the Senior Tournament Director:

1. The Senior Tournament Director will receive \$0.80 per entrant in team, doubles and singles, reduced by separate payments made to any individual(s) working on behalf of the Director. Full payment upon completion of the event.
 2. The Senior Tournament Director will receive \$1,500.00 as a base salary.
 3. The Director will also be reimbursed for mileage, food and lodging for tournament site work as per defined standard rates.
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Conclusion:

This search process is currently underway. Candidates are invited to submit, in confidence, a letter of application together with a resume to Susan Kresge, Pennsylvania State USBC Association Manager, 234 White Church Road, Saylorsburg, PA 18353. Electronic correspondence can be sent to skresge@bowlpa.com. If you have questions, please direct them to Cloyd N. Hollenbaugh, Jr., Human Resources Committee Chairman, 3059 Spring Road, Carlisle, PA 17013 or chollenbaugh@bowlpa.com, 717-422-1515 cell.