

Open Tournament Director Job Description

The State Bowling Tournament Director is responsible for the comprehensive management of Oregon State Open Championships. This includes working with the State Board of Directors and tournament committee on planning, implementation, and post-event activities.

The director must ensure adherence to the rules and regulations of the sport, coordinate with bowling centers, and manage staff and volunteers. They are also in charge of reservation systems, financial transactions, and prize fund allocation. Strong organizational, communication, and customer service skills are essential, along with knowledge of bowling tournaments and associations.

Proficiency in relevant software and accounting, as well as certification from the United States Bowling Congress (USBC), may be required. The role demands a commitment to providing a high-quality experience for participants and maintaining the integrity of the sport.

The Role of the Oregon State Championships Tournament Director

Bowling is a sport that combines skill, strategy, and competition, and at the heart of every successful bowling tournament is the Tournament Director. This pivotal role is responsible for the smooth operation and management of state-level bowling tournaments, ensuring that every aspect from planning to prize distribution is executed flawlessly.

**Key Responsibilities: **

- ****Tournament Planning: **** The Tournament Director must organize the event, which includes setting dates, defining the tournament format in coordination Board of Directors and Tournament Committee, and establishing the prize structure to ensure fair and proper awarding.

- ****Reservation Management: **** A system for taking and confirming reservations is crucial. This involves handling reservations via USBC's reservation system, phone, text, email, or postal mail and maintaining a responsive communication channel with participants.

- **Financial Oversight:** Collecting entry fees, keeping accurate financial records, and making timely bank deposits are essential duties that require attention to detail and integrity.
- **On-Site Management:** Being present at the tournament site for the duration of the event, which may span several weekends, is necessary to oversee operations and address any issues that arise.
- **Certification and Compliance:** Working with the Association Manager to get the tournament certified and ensuring compliance with the 30-day USBC requirement for tournament closure is a key regulatory responsibility.

Qualifications and Skills:

- **Knowledge of Bowling:** A deep understanding of bowling leagues, local and state associations, and USBC rules is fundamental for a Tournament Director.
- **Communication and Customer Service:** Strong skills in these areas are vital for effectively managing relationships with participants and stakeholders.
- **Organizational Abilities:** Proficiency in office management and organizational skills is necessary to handle the complexities of tournament management.
- **Technical Proficiency:** Familiarity with Microsoft Office and other computer programs like Winlabs and Quicken is preferred, as is experience with a 10-key calculator.

The State Bowling Tournament Director is more than just a job title; it's a role that requires passion for the sport, dedication to excellence, and a commitment to providing a memorable experience for all participants. For those with a love for bowling and a talent for organization, this position offers a unique opportunity to be at the center of the action in one of the most beloved sports in the country.

For more detailed information on the job description and current openings, interested individuals can contact:

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