



Tournament Coordinator

Responsibilities: Carry out the direction of the Board of Directors as it relates to Tournaments.

Board Decisions and Responsibilities:

- ☐ Number of tournaments and what ages / levels to host and what awards to offer
- ☐ Number of away tournaments / qualifiers to send (pay) for our teams to attend

1. Attend the MBT Tournament Directors Meeting each fall to ensure that our home tournaments are registered through MBT as state qualifiers on the MBT web site.
2. Promote our home tournaments through a variety of mediums – MBT and MYAS web sites, email, and league meetings.
3. Develop a tournament flier, registration form and confirmation letter for home tournaments – correspond with tournament directors / coaches of interested / registered communities.
4. Set tournament rules and format (brackets / pools) – correspond with tournament directors / coaches of interested / registered communities.
5. Develop volunteer schedule and work with host coaches for coverage of concessions and field preparation.
6. Work with the Umpire Coordinator to schedule umpires for home tournaments.
7. Work with the Treasurer to purchase tournament awards.
8. Register all traveling teams for tournaments – work with the Coaches Coordinator to communicate with coaches regarding their scheduled tournaments and State Tournament “at-large” opportunities.

Red Wing Youth Baseball Association • P.O. Box 234 • Red Wing, MN 55066

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