

EVENTS MANAGER

MISSION STATEMENT: To provide a safe competition environment for every member of MN/USA Wrestling. To assist and help local clubs run the best event possible and lead in special events and projects critical to MN/USA success.

Qualifications:

- Must have a USA Wrestling Leader Membership (yearly) and must be obtained as soon as membership year is open.
- Must have knowledge of USA Wrestling and USA Bracketing event software.
- Must have exposure/knowledge of the sport of wrestling and wrestling event operations.
- Event or project management experience.

JOB DESCRIPTION: Event Coordinator

- A. Reach out to all clubs and respond to all inquiries from clubs interested in hosting tournaments.
- B. Remind clubs of deadlines for requesting tournament dates via emails and phone calls.
- C. Recruit new clubs to host tournaments.
- D. Coordinate all requests and prioritize, per scheduling process including previous years hosting, club preference, etc.
- E. Award tournament dates to clubs per scheduling process using a 1 , 2, 3 priority scale.
- F. Work with clubs on finding open dates and other options for them to be successful.
- G. Send tournament sanction request form, club charter form (if needed), and any other information pertaining to the tournament to the host clubs.
- H. Verify the person completing the tournament sanction request form has a valid/current membership.
- I. Sanction each event with USA Wrestling per tournament sanction request form.
- J. Build each local tournament in USA Bracketing per MN/USA tournament policies.
- K. Work as MN/USA's primary contact for the host club.
- L. Have constant contact with tournament directors and send out weekly communications to clubs running tournaments making sure they are ready for their event.
- M. Send tournament link(s) for each event and registration to the Communications Coordinator and the Guillotine to be posted on the MN/USA website and the open tournament calendar on the Guillotine.
- N. Have a current list of USA Bracketing operations officials available for clubs to contact when needing a person to run their event.

- O. Contact the operation official for each event to ensure they have the proper training to run the event and make sure they have all the needed sign-ins and passwords for the event.
- P. Promote other aspects of MN/USA Wrestling to club leaders when talking to them.
- Q. Attend and report at board meetings.
- R. Attend MN/USA Wrestling tournaments in other capacities as needed.

MN/USA Wrestling State sponsored event responsibilities include;

- A. Work on coordinating commentators for placement matches at State for each night.
- B. Coordinate individual(s) to hand out awards during placement matches.
- C. Coordinate the throwing of shirts during events.
- D. Plan and facilitate the parade of champions.
- E. Coordinate finals run out event. (wording of this needs work)
- F. Other duties at events as needed.