

**Missouri State USBC Tournament Director
Job Description**

1. Tournament Director shall receive and process all entries including data entry (WinLABS), verifying monies, scheduling, verifying averages, and finalizing the tournament including prize list.
2. Tournament Director sends a check to the state office weekly for all entries received.
3. Tournament Director shall be on site at tournament every weekend – this can range from 2 – 9 weekends*, depending on tournament and lane availability at host centers. Exceptions can be made with advance notification to state office.
4. Tournament Director shall be reimbursed for all expenses incurred through management of tournament through approved process. Mileage shall be reimbursed at the IRS Business Rate.
5. Tournament Director shall receive salary at the rate of 75¢ per person per event (team, doubles, and singles) with the exception of the Pepsi for which salary shall be \$1.50 per entry. If a tournament director is replaced before all duties have been completed, the salary will be based on the amount of work completed.
6. After entries close, Tournament Director sends the state office a schedule of lineage and scorekeepers for each weekend of the tournament. The state office will issue checks.
7. At the completion of the duties of the Tournament Director, he/she shall forward all monies and documentation to Association Manager for distribution of tournament checks and standings to participants.
8. All Tournament Directors sign a detailed policy agreeing to adhere to all rules and guidelines set forth. If, at any time, those rules and guidelines are not followed, a tournament director may be removed from that position and will not be considered in the future as a tournament director.
9. Tournament Directors for Youth Championship and Pepsi Youth should be a Registered Volunteer or go through the screening for the registered volunteer program.

* Smaller tournaments (Senior Women's, Senior Open, Mixed and Pepsi Youth) run 2 or 3 weekends. The Open, Women's and Youth Championships run 6 – 9 weekends.

**Mail completed application to: Missouri State USBC Association
Rt 1 Box 488-6
Ava, MO 65608**

Deadline to submit – postmarked on or before February 15, 2010.

Questions? Call the state office – 417-683-3503 or email us at msusbc@centurytel.net