



Tumwater Soccer Club

Kick In The Grass (KITG) Tournament Director

The KITG Tournament Director is a member of the Tumwater Soccer Club (TSC) Board of Directors whose primary responsibility is to organize and coordinate all aspects of the annual TSC sponsored KITG Tournament.

Duties

General

- Represent the TSC in a positive light.
- Attend monthly TSC Board of Director meetings.
- Sign orders of the treasury in the absence of the President.

Tournament

- Submit application for tournament to Washington Youth Soccer.
- Apply for a special event permit with Tumwater Police Department.
- Advertise and promote the tournament.
- Recruit volunteers to help conduct the tournament.
- Lead tournament planning meetings.
- Reserve venues (TSD Fields, City of Tumwater Fields, Capitol Soccer Fields).
- Arrange for services (field lining, garbage dumpster, port-o-potties, etc.).
- Coordinate with club Manager on registration of teams.
- Coordinate with Referee coordinator to make sure tournament games are covered.
- Procure supplies for the tournament (awards, tournament pins, balls, goal nets, volunteer T-shirts, etc).
- Bracket teams and schedule games.
- Organize tournament administration (team check-in, game scores, team advancement, etc.).
- Direct tournament set-up and tear-down.
- Submit post tournament reports to Washington Youth Soccer.
- Work to get Lodging Tax proceeds from City of Tumwater. This includes submitting an application, giving a presentation to the City Council, and submitting a post tournament report.
- Track expenditures and income.