



Volunteer Position Profile for Darts Alberta Tournament Director

– Updated September 11, 2010 –

SUMMARY

The primary role of the Tournament Director is to be accountable for organizing and adjudicating tournaments partnered with or directly operated by Darts Alberta, managing the Ranked Tournament System and overseeing all independently owned Darts Alberta Ranked Tournaments.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Tournament Director include but are not limited to:

- ▶ Accountability for all aspects of Darts Alberta Tournaments, including ensuring all administrative functions are performed such as:
 - Promoting, organizing and adjudicating all tournaments directly operated by Darts Alberta (Adult Elite Provincial Championship, Pro-Am DART Shoot, AGM Shoot, Member League Provincial Championship).
 - Ensuring all participants are notified of eligibility to compete in the Adult Elite Provincials, including invitation bye-in and zone participants.
 - Collecting entry fees on behalf of Darts Alberta and remitting fees to the Treasurer.
 - Promoting, organizing and adjudicating all Provincial Championships operated by organizations in partnership with Darts Alberta (Alberta Deaf Darts Association Provincial Championship, Alberta 55+ Games).
- ▶ Managing the Ranked Tournament System including:
 - Disseminating Ranked Tournament Packages and Forms.
 - Collecting Ranked Tournament results.
 - Updating and maintaining the Adult and Youth Darts Alberta Ranking Lists.
 - Approving independently owned Darts Alberta Ranked Tournaments.
 - Issuing ranking numbers.
 - Ensuring all Darts Alberta rules, policies and procedures are adhered to by organizers and adjudicators of independently owned Darts Alberta Ranked Tournaments.

- Providing updated ranking lists and tournament results to the Darts Alberta webmaster for posting on the Darts Alberta website.
- ▶ Making recommendations to the Darts Alberta Board of Directors on proposed changes to any tournament program policies and tournament packages.
- ▶ Participating in Darts Alberta Board of Directors Meetings.
- ▶ Submitting articles for the Darts Alberta newsletters.
- ▶ Participating in Sub-Committee meetings as required.
- ▶ Performing such duties as may be assigned by the Board of Directors.

In the event of an unplanned emergency absence or departure, the Tournament Director shall be cross trained as a back-up for the following programs and services:

- ▶ Youth Elite Provincial Championship Program
- ▶ Youth Development Programs
- ▶ Officiating (Referee) Development and Certification

SKILLS & QUALIFICATIONS

Although this is a volunteer position, it is critical that the Tournament Director have some, if not all, of the following skills and experience:

- ▶ Strong knowledge and experience in organizing and adjudicating dart competitions.
- ▶ Knowledge and experience in the administration of the sport of darts.
- ▶ Good verbal and written communications skills.
- ▶ Good interpersonal skills essential to dealing effectively with a diverse group of individuals.
- ▶ Strong knowledge of all Darts Alberta policies relative to tournament programs.
- ▶ Conflict resolution skills would be an asset.
- ▶ Strong knowledge of the NDFC Rules of Play.
- ▶ Strong knowledge of the Darts Alberta Ranked Tournament System.
- ▶ Accreditation in Darts Alberta Officiating (Level 1) Certification.
- ▶ Accreditation in NDFC Officiating (Level 2) Certification would be an asset.
- ▶ Strong competency in Microsoft Excel.
- ▶ Proficient in electronic communications.
- ▶ Competent in Word and PowerPoint would be an asset.
- ▶ Performing such duties as may be assigned by the Board of Directors.

TERM, PROCESS & TIMELINES

Term: One Year (July 1 to June 30)

Process: Appointment

Timelines: Appointed at the first Darts Alberta Board of Directors Meeting following the Annual General Meeting.

COMMITTEE PARTICIPATION

The Tournament Director is a member of:

- ▶ Darts Alberta Board of Directors
- ▶ Other Darts Alberta Sub-Committees, as may be requested by the Board of Directors.

REMUNERATION

Unless serving as an officially appointed Adjudicator¹, the Tournament Director shall receive no direct remuneration for acting in the volunteer capacity of Tournament Director. The Tournament Director shall receive reimbursement for out-of-pocket expenses including but not limited to office supplies, travel, accommodations and meals, in accordance with Darts Alberta Policy at the time the expenses were incurred.

Approved by the Darts Alberta Board of Directors
September 11, 2010

¹ Refer to Position Description for Darts Alberta Adjudicator