



## Job Description: League and Tournament Director

### Overview

- Responsible for overseeing all league or tournament related tasks for Netball Calgary League (League Committee) and the Netball Alberta Executive (NA)

### Duties/Activities:

### Meetings

- Attends NA and League Committee Meetings
- Reports to NA on any issues arising from League or Tournaments and any relevant updates
- Presents a written report on the activity of this portfolio at the AGM and emails to secretary of NA for inclusion in Master binder
- Calls and chairs all League Committee Meetings as necessary

### League and Tournaments

- Oversees creation of the schedules for league and tournaments for teams, umpires, and scorekeepers
- Arranges the care and delivery of the league bag each night
- Responsible for creating league teams
- Preparation for league and tournaments such as filling the league bag and league binders, and getting pinnies to coordinators
- Attends evaluations prior to the beginning of league
- Liaisons with league coordinators to organize leagues, address issues and consult on rules and changes to the leagues
- Sends invitations and takes team RSVPs to tournaments
- Oversees League Committee and all events related
- Responsible for organizing end of season banquet
- Oversee organization of all League Committee events.
- Acts as a point of escalation and oversees:
  1. scheduling and organization of league/tournament and all League Committee events
  2. ensure all players whether full season or drop-in are registered
  3. Gym/court bookings are made
  4. Budgets are taken into consideration
  5. Ensure League bag duties are covered
  6. Responsible for annual planning of league and tournament