

## NYDI Regional Tournament Director (4/03)

### A. Position

- By appointment of Regional Director
- Term: 3 years
- An honorarium may be established
- Maintains all tournament records which are the property of NYDI

### B. Specific Duties

- Responsible for organizing and running the Regional tournament
- May delegate responsibilities
- Communicate effectively with all stakeholder groups, and NYDI via Internet(Web Page), e-mail, listserv, mail, newsletters, telephone

### C. Regional Tournament

- Represents NYDI Board for all aspects of the Regional tournament
- Works with Regional Director to
  - Select an appropriate site
  - Order materials necessary to run a tournament (scoring sheets, timers, awards, signage, food)
  - Solicit personnel needed to run a tournament (appraisers, challenge masters, runners, scorers, etc..)
  - Work with Regional Director to provide training for volunteer personnel (appraisers, challenge masters score room officials, Dialog team)
  - Develop a schedule for the tournament activities
  - Double check passport holders information and participation level
  - Work with Regional Director to disseminate information about all aspects of tournament to stakeholder groups
  - Work with Challenge Masters to set up tournament site in advance of start time
  - Communicate results of Dialog to team requesting Dialog and Regional Director

### D. Performance Review

- Will set annual goals and objectives with Regional Director and regional passport holders
- Participates in annual performance review with Regional Director and regional passport holders

