



Airdrie Girls Softball Association

AGSA Tournament Coordinator Role:

Our Airdrie Girls Softball Board is looking for an individual to take on our Tournament Coordinator Role. The position runs all year but most of the work connected to this position is limited to December-June.

Key Responsibilities:

To organize an AGSA Tournament within our community.

- Attend monthly meetings
- Organize a planning committee and meetings
- Secure and book diamonds from the City of Airdrie
- Secure and book Umpires from CMSUA
- Contact Softball Alberta with information about tournament
- Define a budget and parameters for tournament
- Determine tournament rules and regulations
- Organize and create the tournament team schedule
- Determine roles, positions and schedules for volunteers
 - Loot bags, find sponsors
 - Set up diamonds, tables, canopies, etc.
 - Sign-in table for teams and Umpires
 - Diamond clean up crew between games
 - 50/50 sales team
 - Daily clean-up crew
- Field questions from registering teams and coaches
- Determine lodgings for out of town teams
- Secure and book food trucks or organize food sales
- Secure and book an apparel company
- Contact the portable toilet company to schedule extra maintenance/add units

Time Requirements:

- This is a year round volunteer position
- Peak period is January to June
- Max peak hours, 6 per week
- Must be accessible through email
- Must attend all monthly Board meetings

Please contact president@airdriegirlssoftball.com to express interest or if you have any other questions!