



# Paris Soccer Club Tournament Convenor

## Role

The Tournament Convenor is responsible for organizing and running home soccer tournaments.

## Help the association to

- Host a full weekend long soccer tournament with the other teams from Twin Rivers Soccer league.

## Time commitment

- One year term
- On average, 3-6 hours per week

## Responsibilities

- Create a critical path to organize a tournament
- Contact other centres within Twin Rivers Soccer to discuss dates that is best to hold tournament.
- Create tournament games outline
- Write up the rules for a tournament.
- Work with Referee coordinator to schedule linesman and referees for each game.
- Verify game scores and enter game results on tournament tracking board and online website.
- Acquire team paperwork, including rosters.
- Communicate with referees to review any issues or reports from any games to resolve and document.
- Prepare cheques with PSC treasurer for linesman and referees for the games that they have officiated.
- Work with PSC volunteer coordinator to obtain the needed tournament event day volunteers to work the weekend.
- Review semi and final games to ensure games run smoothly be there if it goes into overtime and/or shootouts.
- Hand out trophies or medals to players.

## You are

- *interested in the sport of community soccer*
- *willing to share your knowledge, experience and passion of soccer with your players and fellow coaching staff*
- *committed to the confidentiality of all Paris Soccer Club including player records*
- *genuine interest in participating and supporting community volunteer events*
- *interested in community development in Brant county*

### Requirements & qualifications

- Scheduling experience
- Tournament convenor experience
- Budgeting experience

### Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

### Key contacts

- Paris Soccer Club Treasurer
- Paris Soccer Club Referee Coordinator
- Paris Soccer Club Referee in Chief
- Paris Soccer Club Volunteer Coordinator

### Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- Paris Soccer Club – coaches handbook
- PSC access to coaches section of website

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### Agreement

“We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for \_\_\_\_\_. (Length of time)

I am accountable to \_\_\_\_\_ for my work within this position.

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

“In turn, the club commits to supporting

\_\_\_\_\_ in his/her volunteer work.

\_\_\_\_\_  
Coordinator of Volunteers

\_\_\_\_\_  
Date

### Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
  - copy to file*
  - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

### Follow-up

- at one year*  
*Date: \_\_\_\_\_*

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**To apply to any Paris Soccer Club volunteer position, please contact:**

Paris Soccer Club’s –  
Volunteer Coordinator:

[admin@parissoccer.ca](mailto:admin@parissoccer.ca)

Visit us at:

[www.parissoccer.ca](http://www.parissoccer.ca)