



UNITED SPORTS

Job Description

Job Titles	Tournament Manager, Field Marshall, Scorekeeper
Department	Tournaments
Location	Downingtown, PA
Reports to	Tournament Director

Level	Type of position:	Travel	Amount Required:
	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary		<input checked="" type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% or more

United Sports hosts a wide range of tournaments throughout the year. Our largest tournaments are soccer and lacrosse throughout the Summer, and field hockey and futsal in the Fall and Winter. If you are passionate about getting in to tournament operations, this is the division is for you!

Job Titles and Responsibilities

Tournament Manager

- Reports to Tournament Director
- Assist Tournament Director with tournament operations
- Able to work on their own
- Able to use learn and use Tourney Machine to record scores and set up bracket play if needed
- Able to resolve tournament conflicts
- Must be able to fill out incident reports
- Must learn and understand the rules of each tournament
- Must be able to problem solve
- Relay needs for each location back to Tournament Director/Manager or Ops Team
 - o Water refills
 - o Ice
- Must be available weekends
 - o Tournaments may run from 7am to 10pm
- Must be able to move and carry up to 50lbs
- Must be able to stand for long periods of time
- Events maybe inside or outside
 - o May need to be outside during extreme heat, cold, or rain/snow

Field Marshall

- Reports to Tournament Director and/or Tournament Manager
- Oversee tournament location and/or field
- Report scores in Tourney Machine
 - o Report Score back to home location if off site
- Make sure referees on are on site, and game start on time
- Resolve any issues at their location with the support of Tournament Manager and/or Director
- Help keep game location clean of trash
- Help move goals and set up fields for each game or division
- Relay needs for each location back to Tournament Director/Manager or Ops Team
 - o Water refills
 - o Ice
- Must be able to move and carry up to 50lbs
- Must be able to stand for long periods of time
- Events maybe inside or outside
 - o May need to be outside during extreme heat, cold, or rain/snow

Scorekeeper

- Reports to Tournament Director, Tournament Manager, and/or Field Marshall
- Accurately record scores for each game
 - o Make sure referees and coaches have signed off on each game
 - o Report scores back to Field Marshall and/or Tournament Director/Manager
- Help keep their field clean of trash, and support tournament staff in preparing for each game (moving goals, flags, etc).
- Make sure there are game balls for their fields
- Relay needs for each field back to Field Marshall or Director/Manager
 - o Water refills
 - o Ice
- Must be able to move and carry up to 50lbs
- Must be able to stand for long periods of time
- Events maybe inside or outside
 - o May need to be outside during extreme heat, cold, or rain/snow

JOB REQUIREMENTS

All applicants must possess the following requirements:

- Requires good communication skills, both verbal and written
- Must have strong leadership capability
- Must have strong guest service skills
- Ability to maintain focus in a high-volume, fast-paced environment
- Must be able to work under pressure
- Must be able to handle difficult situations and conflicts
- Ability to multi-task and prioritize importance of duties
- Must be able to work well in a group setting
- Must be observant and detail oriented
- Ability to remain calm and focus in an emergency
- Must be able to work irregular shifts to include, nights, weekends, and holidays as needed

Physical Requirements

- Must be able carry, kneel, lift, move, pull, push, reach, sit, squat, and/or walk for the duration of the shift (8 or more hours at times)
- Must be able to carry, lift, push and pull heavy equipment.