



**Title:** Tournament & Events Manager

**Department:** Tournaments

**Reports to:** Executive Director

**Position Summary:** The ideal candidate will have experience in Sports Tournaments and Events and/or Sports Administration, in particular US Youth Soccer Cup competitions. The candidate must have experience and proficiency working with Member Management/Registration Systems, Tournament scheduling and be comfortable working online. Communicating with Club leadership, Coaches and Administrators on a day-to-day basis is a necessity. A passion for soccer is necessary. The Tournament & Event Manager is responsible for the successful management of all GSSA cups, tournaments and events to include but not limited to Presidents Cup, State Cup, Publix Atlanta Kick Off, Adult and Recreational Tournaments, SAGM and AGM.

***Essential Duties & Responsibilities***

- Serve as Tournament Manager for all State tournaments and events. Responsible for managing the administration and operation of all Georgia Soccer tournaments and events.
- Oversee tournament websites including content, updates and administration.
- Supervise communications with leagues, teams, coaches and managers regarding qualifications, applications, acceptances, team requirements and submissions.
- Identify venues and negotiate contracts for use.
- Identify, recruit and train venue personnel and volunteers, to include the Internship program.
- Coordinate the distribution of tournament supplies and materials to venues.
- Provide support, assistance and expertise to league and venue personnel during tournaments and events.
- Manage tournament and event related partnerships to include merchandise, Atlanta United, Publix and all major sponsors and partners of Georgia Soccer.
- Coordinate and work with State Referee Assignor Coordinator, as well as local venue assignors.
- Manage all game day operations including team check in, score reporting, points and tie-breaking, team advancement, communication of information and updates, elimination rounds, championship matches and awards ceremonies.
- Provide all post-tournament and event reports as necessary.
- Attend Regional and National meetings and events to promote tournaments where appropriate, network and keep current on rules, industry trends and developments including any South Region meetings, the USC Convention and US Youth Soccer Workshop.

- Attend Regional and National tournaments including Southern Regionals, the US Youth Soccer National Championships and others as necessary.
- Work with the Executive Director to develop and maintain yearly budgets for each event, fulfill all sponsorship and partner activations.

***Job Specification & Qualifications:***

- Excellent verbal and written communication skills.
- Strong organizational and personnel management skills.
- Ability to work a varied schedule including nights, weekends and holidays.
- Ability to prioritize responsibilities and multi-task effectively.
- Degree from accredited university in a business administration or sport management field preferred.
- Must be authorized to work in the U.S.

***Benefits***

Georgia Soccer offers a comprehensive benefits package to its employees. Medical, Dental, Teledoc, Life AD&D, Short Term and Long-Term Disability are provided as well as a Retirement match up to 3%.

Georgia Soccer employees enjoy personal and sick time immediately upon hire along with office closures around the major holidays Thanksgiving and December Winter Break.

Interested candidates should contact Laura Halfpenny, Executive Director at [laura@georgiasoccer.org](mailto:laura@georgiasoccer.org)