

Selection of a New Tournament Manager for District 25

Sadly, District 25 will be losing our Tournament Manager, Helen Pawlowski, after the Mansfield Regional in 2018. She will be retiring with her husband and moving south.

Helen Pawlowski will not be easy to replace, but District 25 is beginning its search for a new Tournament Manager.

Below is a job description and time table for selection. All interested parties should forward their resume to the District Secretary, Carolyn Weiser at secretary@nebridge.org. All applications must be received by January 1, 2018.

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The overriding objectives of the Tournament Manager should be to maximize the experience of the players while supporting the profitability of the Regionals. Though making money is not the objective of running Regionals, the District needs to be concerned with the bottom line if we wish to be able to continue to have Regionals.

District Tournament Manager

The Tournament manager is responsible for:

1. Researching potential tournament site locations and, in a timely manner, presenting these recommendations to the Executive Committee for approval.
2. Negotiating all financial arrangements relative to each tournament site. This includes negotiating contracts, room rates, comp rooms, room blocs, spaces needed for play for scheduled events and for committee meetings, special food and refreshment needs, other contract fundamentals, guarantees, and considerations.
3. Assisting in the development and dissemination of promotional materials relating to District tournaments and other events.
4. Reporting to the Executive Committee on matters relating to the tournament, its promotion, and financial review.
5. Establishing and monitoring Room Reservation procedure. The Tournament Manager should be available and ready to step in should difficulties arise in reservation procedures.
6. Monitoring current room pick-up.
7. Establishing the Master Account and assigning complementary rooms and staff rooms.

8. Contracting for the delivery of bridge tables, bidding boxes, clocks and other equipment needed to run the tournaments.

9. Providing the hotel with Function Space Set-Up instructions and detail layout design. Compliance with these instructions should be monitored during the tournament.

10. Arranging for additional meetings, dinners, bookseller etc.

11. Determining Cash Concession stand offerings, prices and hours of operation.

12. Assuring that printing arrangements for the Daily Bulletin are made.

13. Obtaining the services of a Book Seller, Head Caddy, Daily Bulletin Editor and any Tournament Assistants needed for the event.

14. Assuring that the Tournament Chairman (Volunteer Chairperson) is aware of his/her duties and responsibilities.

15. Purchasing candy, partnership cards, hospitality and give-away items.

16. Arranging pre and post-convention meetings with key hotel staff.

17. Paying the hotel bill and all tournament related expenses.

18. Handling all requests for services from the Hotel or complaints.

Except in an emergency, these should be referred to and handled by the Tournament Manager.

19. Preparing financial reports relating to the Tournaments

These include the completed financial reports, summary of tournament performance, annual comparisons, as well as any other specific information that may be requested, that are presented to the Executive Committee and Board of Delegates

20. Completing such related tasks that may be assigned by the Executive Committee.

Time Line for selection of a new Tournament Manager:

All applications in by January 1, 2018

All interviews completed by the end of Cromwell - 2018

Final selection brought to the Executive Committee for approval at the Senior Regional - 2018

Shadowing with Helen Pawlowski - Nashua 2018 and Warwick 2018

This is a salaried position. Salary will be commensurate with the experience of the individual selected. Specifics are available upon application.

The Tournament Manager receives a room and per diem at every tournament site as well as mileage.

Candidates are reminded that for the first year, they would be expected not to play at any of the Regionals events.

Applications should be sent to the District 25 Secretary, Carolyn Weiser, at secretary@nebridge.org by January 1, 2018.