

Shakopee Youth Baseball Association (SYBA)
Assistant Tournament Director – Job Description
(Two-Year Term)

Position Summary:

The Assistant Tournament Director supports the Tournament Director in all aspects of planning, organizing, and executing the annual Shakopee traveling tournament and other SYBA-hosted events. This role ensures smooth tournament operations and a positive experience for all participants, while upholding the mission and values of SYBA.

Key Responsibilities:

Leadership & Governance

- Attend all Board meetings (at least once per month) to discuss, review, and vote on issues and concerns brought forth by the Board or other SYBA stakeholders.
- Participate as an active member on assigned Board committees, providing support as needed.
- Attend all informational meetings, including the Parent Meeting and Year-End Meeting.

Tournament Planning & Support

- Assist the Tournament Director with all phases of tournament planning and logistics, including team registration, scheduling, and communications.
- Help coordinate communications with registered teams, providing timely information and responding to inquiries.
- Support the Umpire Coordinator and Tournament Director in scheduling and confirming umpire assignments.
- Work with city and school officials to help ensure fields, bathrooms, and concession stands are properly set up and maintained.

Tournament Operations

- Be present at tournament games to assist with on-site operations, answer questions, and help resolve any issues that arise.
- Help record and update game results on the SYBA website.
- Assist with the distribution of state tournament bids and trophies to qualifying teams.
- Support the communication of tournament results to governing bodies such as MBL, MYAS, and MFS.

Stakeholder Engagement

- Address questions and concerns from parents, coaches, and participants in a timely and professional manner.
- Foster a positive and inclusive environment during all tournament events.

Qualifications:

- Experience in event or tournament planning, preferably within youth sports, is a plus.
- Strong organizational, communication, and teamwork skills.
- Ability to work collaboratively as part of a volunteer Board.
- Commitment to the mission and values of SYBA.
- Availability to be on-site during all tournament games and events.