

Tournament Director

The Tournament Director is the one person responsible for all aspects of the tournament. The TD creates the tournament plan, identifies individuals to help execute the plan and ultimately ensures that all aspects of the tournament run smoothly. The Tournament Director must be available to respond to any situation that requires his/her attention must rely on others to direct certain aspects of the tournament.

The NCCS Event Structure (see appendix 7) is intended to create a consistent structure across all NCCS events and to align tournament responsibilities in a manner that provides adequate support to the Tournament Director while providing leadership opportunities for a larger number of students and professionals.

The Tournament Director will identify three individuals, each serving as a Director of one aspect of the tournament: (1) Operations, (2) Competition, and (3) Officials. Because these four individuals rely upon each other, communication between them is critical.

Director of Competition

The Director of Competition is responsible for ensuring that the event is executed in a manner consistent with NCCS Standards of Competition. Responsibilities include (in consultation with the Tournament Director):

- Establishing rules of play (consult with Tournament Director and Director of Officials).
- Creating and posting schedules of play.
- Creating and printing game sheets/scorecards.
- Recording and posting results of competition.
- Recording statistics (where applicable) including sportsmanship issues (red/yellow cards, technical fouls, unsportsmanlike penalties, etc.)
- Assign a Chair to direct the All-Tournament committee.
- Selecting staff for the All-Tournament Committee (in consultation with the All-Tournament Chair).
- Overseeing the All-Tournament Committee and all operations.

Qualification Standards for a NCCS National Director of Competition

- Must have institutional support as this is a two-year commitment
- Current NIRSA Member and current Recreational Sports professional
- Available for entire tournament, including pre-tournament staff meetings
- There will be no "term limits", i.e. all previous Directors of Competition are eligible to reapply at the end of the two year appointment
- Served as Tournament Director, Director of Operations or Director of Competition at state, Regional, or National level for a minimum of three-years
- Served on Operations or Competition Committee for a minimum of two-years (in the same sport)
- Served on Officials committee at National Tournament for a minimum of two-years.
- Two letters of recommendation from NIRSA professional members **OUTSIDE** of host institution. These letters should directly address previous work as Tournament Director, Director of Operations, or Director of Competition
- Willingness to learn and develop professionally in the field
- Exhibit an interest or experience in student development

Director of Officials

The Director of Officials is responsible for recruiting student officials to work the tournament (or at least be involved in the officials selection process), for providing training for these officials, and for providing evaluation and positive feedback consistent with the highest standards of the

officiating avocation and of NCCS principles of professional development. The Director of Officials is also responsible for selecting and directing clinicians and evaluators to assist with the training and evaluation of student officials. Responsibilities include:

- Recruit student officials to work the tournament (or at least be involved in the official's selection process).
- Provide training for these officials, and providing evaluation and positive feedback consistent with the highest standards of the officiating avocation and of NCCS principles of professional development.
- Responsible for selecting and directing clinicians (Officials Committee) and evaluators to assist with the training and evaluation of student officials.
- Select graduate assistants or outstanding undergraduates to serve on Officials Sub-Committee.
- Select one committee member to serve as an Assistant Director. The Assistant Director capacity will be to assist in scheduling, evaluation summaries, and other duties that arise.

Qualification Standards for a NCCS National Director of Officials

- Must have institutional support as this is a two-year commitment
- Current NIRSA Member and current Recreational Sports professional
- Available for entire tournament, including pre-tournament staff meetings
- There will be no "term limits", (i.e. all previous Directors of Officials are eligible to reapply at the end of the two year appointment)
- Four-years of experience training, scheduling, supervising and evaluating officials
- Work at an institution which utilizes NIRSA rules
- Served as Director of Officials at State, Regional, or National level for a minimum of three tournaments
- Served on Officials committee at National Tournament for a minimum of two-years
- Four-years as a current, active official in the respective sport OR have served as the Director of Officials for a minimum of five tournaments
- Two letters of recommendation from NIRSA professional members **OUTSIDE** of host institution. These letters should directly address previous work as Director of Officials at State, Regional, or National level
- Willingness to learn and develop professionally in the field
- Exhibit an interest or experience in student development

Qualification Standards for a NCCS Regional Tournament Director of Officials

- In addition to the Committee Qualification Standards
- Current NIRSA Member for three-years
- Served on the Officials Committee for two other NCCS events (same sport)
- Preferred three-years as an active official (High School, College, On-Campus) OR have served on the Officials Committee three NCCS events (same sport)

Director of Operations

The Director of Operations is the individual most engaged with the Tournament Director in setting up the tournament. Responsibilities include:

- Daily set-up of facilities
- Providing supervisory staff at each field.
- Coordinating the Registration Process from beginning to end.

- Preparing for and resolving safety and security issues.
- Develop and implement an Emergency Action Plan to respond to a critical incident.
- Identifying marketing and IT staff to help promote the tournament.
- Securing food and hotels for participants and staff.
- Fulfilling sponsorship agreements with local and national sponsors.

Qualification Standards for a NCCS National Director of Operations

- Must have institutional support as this is a two-year commitment
- Current NIRSA Member and current Recreational Sports professional
- Available for entire tournament, including pre-tournament staff meetings
- There will be no “term limits”, (i.e. all previous Directors of Officials are eligible to reapply at the end of the two year appointment)
- Should be a member of the host institution’s staff
- Willingness to learn and develop professionally in the field
- Exhibit an interest or experience in student development

All-Tournament Committee

- The members of this committee will be responsible for selecting outstanding players for the tournament.
- Their duties might include keeping stats, monitoring games, and an evaluation of sportsmanship throughout the tournament.
- Strong leadership and communication skills are critical for this position.

Committee Qualification Standards for a NCCS Regional or National Tournament

- Currently employed or pursuing a career as a professional in the recreation field
- If Professional staff should be a current NIRSA member
- Willingness to learn and develop professionally in the field
- Exhibit an interest or experience in student development
- Available for entire tournament, including pre-tournament staff meetings
- Chair position should be someone who has played the sport or has been on previous All-Tournament committees

Chair Qualification Standards for a NCCS Regional Tournament All-Tournament Chair

- In addition to the Committee Qualification Standards
- Current NIRSA Member for three-years
- Served on the All-Tournament Committee at least two other NCCS events

Operations Committee

- This committee will assist in anything having to do with running a tournament.
- Provide supervision of games played, responding to medical and/or behavioral issues as well as operational issues such as equipment checkout, scorecards, etc.
- Respond to grounds and physical plant issues.
- Duties might also include court/field set up, keeping score, entering scores, trophy presentation, court set-up and break down, first aid and many other possible duties.
- The Operations committee may vary in size from tournament to tournament.

Committee Qualification Standards for a NCCS Regional or National Tournament

- Currently employed or pursuing a career as a professional in the recreation field
- If Professional staff should be a current NIRSA member

- Willingness to learn and develop professionally in the field
- Exhibit an interest or experience in student development
- Available for entire tournament, including pre-tournament staff meetings

Officials Committee

- The members of this committee will be responsible for evaluation and education of the student officials.
- Their duties will include on court and video evaluation along with a pre-tournament education clinic.
- It is necessary that the members of this committee be present for the entire tournament, including the pre-tournament staff meeting

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- If Professional staff should be a current NIRSA member
- Willingness to learn and develop professionally in the field
- Exhibit an interest or experience in student development
- Available for entire tournament, including pre-tournament staff meetings

Officials Sub-committee

- The members of this committee will primarily be composed of graduate assistants or outstanding undergraduate students.
- Sub-committee members will be teamed with member of the officials committee, providing ample opportunities for further student development.
- On court/field and video evaluation along with a pre-tournament education clinic.

Committee Qualification Standards for a NCCS Regional or National Tournament

- Currently employed or pursuing a career as a professional in the recreation field
- Willingness to learn and develop professionally in the field
- Exhibit an interest or experience in student development
- Available for entire tournament, including pre-tournament staff meetings

IT Committee

- This committee will assist in the technical needs of the tournament.
- Their duties will include, videotaping of games, computer/projector set up, etc.
- This committee chair would report to the Tournament Director (Regional Tournaments) or the Director of Competition (National Tournaments).
- Assist with data entry and updating the web

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- Available for entire tournament, including pre-tournament staff meetings