

# Colorado USA Wrestling



## Event Director Responsibilities

### General

1. Must maintain a current USA Wrestling and CUSAW membership.
2. Attend all CUSAW Board meetings.
3. Be directly accountable to, and communicate regularly with, the Board and the Chair.
4. Make a year-end detailed report at the September Annual Meeting as otherwise requested by the Board or Chair.
5. Help with set-up, operation, and take down for all CUSAW sponsored events.
6. Additional duties as required and determined.

### June – February

1. Event Director must create the annual schedule, then present at the Board's winter meeting for approval. Once approved, post on the CUSAW website and make available to other Colorado wrestling organizations. List open dates as TBD.

### March – May: Events

1. Track the clubs which actively participate in tournaments, thereby earning preferred status and the opportunity to host CUSAW tournaments.
2. Sanction each tournament and add CUSAW sponsorship fee to each club's invoice.
3. Together with host site, obtain trainer for each event as well as speak with trainer to review and guarantee services. If host does not have a trainer one month before the event, obtain a certified trainer and add cost to invoice.
4. Work with individual tournament directors to create flyer at least one month prior to the event. Post this flyer on the website and distribute by email to club presidents.
5. Collectively decide how many mats will be needed, with input from the Event Director, Tournament Director, Equipment Director, Pairing Director, and Mat Officials Director.
6. Work with Mat Officials Director in procuring the proper number of officials, as well as achieving a balance of experience and leadership.
7. Inform individual tournament directors that they need to work with CUSAW State Events in order to provide hospitality and food for all CUSAW workers.
8. Along with Event Director, each tournament director must secure a predetermined number of each place medal in every age division and in both styles (1st, 2nd, & 3rd).
9. State Events: CUSAW must provide lodging for directors where necessary. Event Director will make the appropriate arrangements.
10. Local Events: Tournament Director is responsible for arranging necessary lodging for those mat and pairing officials involved with set-up the night before the event and for those who travel from greater distances.
11. Remain in constant communication with the Equipment, Mat & Pairing Official Directors. Plan regular phone conferences and / or face-to-face meetings on a regular basis.