

NVSO Event Directors (volunteer position) Job Responsibilities

- 1) Review the **Rules** for the event of interest (available on the NVSO website (www.nvso.us) under the Event's Page. Submit revisions or updates as appropriate to Rules Committee.
- 2) What **equipment** is needed for use by the participants and the event director, and where it can be located (e.g., NVSO storage bins)? If new equipment is needed determine cost and submit a request for reimbursement to NVSO Treasurer.
- 3) **Venue**: Where can the event be held? Where has it been held in the past? Who is the contact person at the venue who is authorized to reserve the desired time and space? Is a contract or written agreement and payment required?
- 4) **Scheduling**: What date and time is convenient for the event director and venue?
- 5) **Special personnel**: Whether referees, timers, starters are needed, for how long, how many at what cost?
- 6) **Volunteers**: How many might be needed and for what hours?
- 7) **Process**:
 - a) A list of who is registered will be available from the score sheet provided by the Registrar, organized by gender and age group. Contact information for those registered will also be on the score sheet.
 - b) Estimate the number and type of medals that will be needed based on registration in each age group, and request them from NVSO events committee.
 - c) Physical setup for the event depends on the nature of the event.
 - d) Participants should check in and be checked off by the event director when they arrive.
 - e) Explain to participants how will the event be run. You might want to email a copy of the event rules to each registered participant.
 - f) Record the results on score sheet, and distribute medals as each age group completes competition.
 - g) Report the results to the registrar for posting on the NVSO web site.
- 8) Return equipment for storage.

Estimate of amount of **time involved**, will depend on the event, of course. Individual events can last from a couple of hours to about 4 hours. Prep time prior to event can be an hour or two. Recording and reporting results about an hour.

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