



## Position Description

### Assistant Tournament Director – Patriots Performance Tournament Series

*(Independent Contractor – 1099)*

#### Organization

**Patriots Performance Training Center (PPTC)**

#### Position Type

Independent Contractor (1099)

This position does **not** constitute employment.

#### Role Purpose

The Assistant Tournament Director supports the planning and on-site execution of baseball and softball tournaments within the Patriots Performance Tournament Series. Working in coordination with the Tournament Director, the Assistant Tournament Director helps ensure smooth operations, timely game flow, effective communication, and a safe, positive experience for athletes, coaches, officials, and families.

#### Scope of Services

Assistant Tournament Directors may be engaged to support one or more of the following activities, based on tournament needs:

- On-site tournament operations and logistics support
- Game schedule monitoring and field coordination
- Team check-in and coach communications



- Support for umpire coordination and field operations
- Issue identification, escalation, and resolution support
- Enforcement of tournament rules and conduct standards
- Post-event wrap-up and reporting support

Specific responsibilities, dates, and compensation will be defined in a separate **Independent Contractor Agreement** or written engagement addendum.

## Key Responsibilities

- Support the Tournament Director in executing tournament plans and schedules
- Serve as an on-site point of contact for teams, coaches, umpires, and staff
- Monitor game progress and assist with schedule adjustments as needed
- Help address participant questions, concerns, or minor disputes professionally
- Enforce tournament policies, rules, and codes of conduct consistently
- Assist with incident documentation and reporting
- Monitor field and facility conditions and communicate needs promptly
- Maintain a professional, calm, and solution-focused presence during events
- Protect confidential organizational and participant information
- Represent the Patriots brand with professionalism and integrity

## Required Qualifications

- Experience supporting youth sports events, tournaments, or athletic programs
- Strong organizational and communication skills



- Ability to work effectively in a fast-paced, event-driven environment
- Ability to exercise sound judgment and escalate issues appropriately
- Ability to maintain professional boundaries with athletes, families, and coaches
- Legal authorization to work in the United States

## **Preferred Qualifications (Role-Dependent)**

- Prior experience as an assistant tournament director, site coordinator, or event staff
- Familiarity with baseball and/or softball tournament formats and rules
- Experience coordinating with umpires, volunteers, or field crews
- Comfort using scheduling tools, brackets, or event-management platforms
- Prior experience working in youth sports or tournament settings

## **Independent Contractor Status**

Assistant Tournament Directors:

- Operate as independent contractors and control how services are performed
- Provide their own professional judgment and event-support expertise
- Are responsible for all applicable taxes, insurance, and business expenses
- Are not eligible for employee wages, benefits, or guaranteed hours
- May provide services to other organizations, subject to conflict-of-interest standards

## **Compliance & Safeguarding Requirements**

All Assistant Tournament Directors must:



- Successfully complete required background checks
- Comply with PPTC safeguarding, supervision, and youth-protection policies
- Adhere to all applicable laws, regulations, and facility rules
- Apply tournament standards consistently and without discrimination

## Physical & Environmental Requirements

- Ability to stand, walk, and remain on-site for extended periods during tournament days
- Ability to work indoors and outdoors in varying weather and event conditions
- Ability to respond promptly to operational or safety issues

## Engagement & Scheduling

- Engagements are scheduled by mutual agreement
- No minimum hours or guaranteed volume of work
- Engagements may include early mornings, evenings, weekends, and multi-day tournaments

## Agreement Acknowledgment

Engagement in this role is contingent upon execution of an **Independent Contractor Agreement**, completion of required compliance documentation (including IRS Form W-9), and approval by Patriots Performance Training Center leadership.