

Event Director Job Description

Introduction

The ESF Officers appoint the ESF Event Director who will act as the principal contact with the Host Association and will be responsible for the overall organisation of the event.

The role comprises of 4 distinct phases:

- Inspection visit & written report
- Championships preparation
- Attendance at the Championships
- Championships analysis & written report

Previous experience

Essential

Proven ability in the organisation and administration of major Championships.

Desirable

Established range of personal contacts with MNA's and Championships organisers.

Responsibilities

On appointment:

- Carry out an Inspection visit to ensure compliance with the rules and expectations and produce an Inspection report including actions arising and timescales for completion.
- Approval/Authorisation of Championships documentation, including Invitation and Entry Forms, play format, seeding and draw, playing schedules – ensuring all the above comply with Championship Rules.
- Attendance at the Championships – requirements to be in attendance, or within close proximity, during all periods of play in order to deal quickly and effectively with problems or potential problems.
- Collate and produce an analysis of the Championships Questionnaire output and a written report identifying good practice and where improvements may be made in the future.
- Control of the Championships - Chairman of the CAP.
- Custodian of the Championships rules and the application of these.

Competencies

- Good understanding and interpretation of spoken and written English.
- Good knowledge, understanding and interpretation of the Championships rules.
- Able to deal effectively with complexities of the size of entry and how this relates to the appropriate draw format, seeding and playing schedule.
- Good interpersonal skills, able to listen and communicate effectively with a range of tournament officials, players and referees.
- Good leadership and management skills, able to take on and effectively Chair the CAP.

Accountability

Accountable to the ESF Officers, Championships Organisers, participants, officials and spectators for ensuring the smooth running of the Championship and that all expectation and aspects of the rules are met in full.

Daily Allowance

Event Directors will receive a € 100 per day allowance over 8 days per event except for the U19.