

TGSA District Director's Duties

1. Assist treasurer in lining up sponsors for the impending season for your district starting right after the summer board meeting.
2. As local sponsors are obtained, the district director will gather all promo, and submit any needed promo to the main office for the year's use.
3. Check with main office one month in advance to see if any sponsors are supplying contest packages to contestants/finalists. Director shall be in charge of collecting the packages one week in advance.
4. The district director shall find a local award supplier and set up an account for the season, unless the main office decides to handle the entire organizations awards.
5. If trophies are needed, the director shall order them 3 weeks in advance. Pick up trophies one week prior to event and inspect.
6. Follow the same procedure for t-shirts as for trophies.
7. The director shall maintain a standing/current inventory of the equipment trailer.
8. If the district trailer of equipment will be used for the next impending contest, check all contents 3 weeks prior to event. Supply anything that will be needed to run a complete contest.
9. Secure transportation of equipment and trophies to contest one week in advance.
10. House the trailer and maintain the trailer. Turn in any maintenance receipts to the main office for reimbursement.
11. Coordinate with the competition director 2 weeks in advance on lining up volunteers to assist in running the contest.
12. Be at every district contest 1 hr prior to event to assist in load in and also assist in load out.
13. District Director will provide drinks and snacks for officials during contest or appoint someone to handle this task. Lunch for all contest personnel will be handled by the director at all local district and local Open contests.
14. All receipts for expenses to be turned in to secretary at the end of the contest or within 3 days after contest
15. District director should assist the tallier and will run the contest area along with the competition director.
16. Put on your clipboard: heat sheets, check-in sheets, rules and regulations, permits, extra entry blanks, envelope and team sheets, release forms and order of events.
17. After contest get all the items mentioned in #16 to the secretary within 3 days after event.
18. Attend all TGSA board meetings.