

# Isle of Wight County Table Tennis Association

## Role & Responsibilities – Tournaments Officer

<b>Role:</b>	To organise tournaments and incorporate them into the annual programme of events.
<b>Status:</b>	Volunteer
<b>Elected at:</b>	IWCTTA Annual General Meeting
<b>Responsible to:</b>	IWCTTA membership
<b>Reports to:</b>	IWCTTA Management Committee
<b>Approximate time commitment:</b>	Between two and four hours per week
<b>Useful skills and experience:</b>	Knowledge of the table tennis tournaments and their organisational arrangements. Knowledge of the tournament rules.
<b>Benefits of volunteering:</b>	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The IWCTTA will reimburse 'agreed in advance' out of pocket expenses.

### Responsibilities

- To plan the programme of events for the year ahead together with the league secretary and facilities manager, and submit to the committee for approval.
- To administer the 'day to day' organisation of all tournaments.
- To bring any query or dispute relating to the tournaments to the IWCTTA Committee for discussion/action.
- Configure and keep up to date Tournaments Results Program.
- Maintain a rule infringements log for ratification at Committee Meetings.
- To follow specific requirements of the IWCTTA Committee.
- Update of all relevant information on the IWCTTA website.
- Agree to and act on club's Equity and Child Protection policies.
- Agree to club's Rules and Codes of Conduct.

  
Chairman

19/6/17  
Date

1  
Revision