

TOURNAMENTS COORDINATOR JOB DESCRIPTION

The Tournaments Coordinator organises tournaments for our teams. She or he reports to the committee regularly.

Skills

The Tournament Coordinator is someone who:

- can communicate effectively
- can handle bookings and entries
- is organised.

Main Duties and Responsibilities

The Tournament Coordinator should:

- keep watch for any tournaments which are advertised (mainly by email to your inbox)
- circulate any tournament information to the grade co-ordinator, so that the grade co-ordinator can forward the information to team managers
- collate (if necessary) and forward OJFC team entries to the relevant tournament organisers
- check and forward tournament invoices to the treasurer
- forward tournament information to grade co-ordinators or teams so that they get the information in good time before the tournament
- keep a record of which teams have gone to what tournaments each year, including entry fees, and report this information regularly to the committee
- be aware of, and apply, OJFC's [tournaments policy](#)
- be aware that we prefer to only pay for one major tournament (that is, an expensive, out-of-town tournament) per team, over the years that the team exists
- if teams ask the club to pay fees for a second major tournament, bring the request to the committee for determination.

Estimated Time Commitment Required:

The estimated time commitment required for the Tournaments Coordinator is 1 hour per fortnight. It peaks in the weeks leading up to tournaments.

The Tournaments Coordinator is elected at the Annual General Meeting, and is appointed for a 12-month period.