



TOURNAMENT & FIXTURES COMMITTEE

JOB DESCRIPTION

Appointment & Duration

The Committee is appointed by the Council of Croquet Victoria at its meeting immediately following the Annual General Meeting, from members nominated by Regions or Clubs. Committee members serve for one year, until the next AGM

The committee is to elect its Chair and Secretary from within its members.

The committee is to report regularly to Croquet Victoria's Committee of Management, through the Secretary. Reports are to include details of activities and expenditure.

A copy of the minutes of each meeting of the committee is to be provided to the Croquet Victoria Secretary within seven (7) days of such meeting.

Committee Composition

The Croquet Victoria Tournament & Fixtures Committee consists of;

1. An administrative committee, to be comprised of:
 - Two ordinary members
 - State Coordinator of Association Croquet
 - State Coordinator of Golf Croquet
 - State Coordinator of Gateball
2. A tournament management pool, to be comprised of approximately six people experienced in, or willing to be trained in, the management of tournaments.

Duties

Duties of the Administration Committee include;

- Compilation and preparation of annual fixtures list
- Preparing and circulating tournament schedules
- Imputing and updating tournament details on VCA Web
- Accepting tournament entries and conducting draws
- Assist with preparation of tournament documentation.

The Tournament Management Pool is to provide the Tournament Manager and is to be involved only in the setting up and running of the actual tournaments. The pool is to function on a rotational basis, sharing the work load.