



TOURNAMENT & FIXTURES SUB-COMMITTEE TERMS OF REFERENCE

APPOINTMENT & DURATION

The Sub-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. Sub-Committee members serve for one year, until the next Annual General Meeting.

The Sub-Committee is to elect its Chair and Secretary from within its members.

The Sub-Committee is to report regularly to Croquet Victoria's Council through the Secretary. Reports are to include details of activities and expenditure.

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

COMMITTEE COMPOSITION

The Croquet Victoria Tournament & Fixtures Sub-Committee consists of;

- 1 An administrative committee, to be comprised of :
 - Four ordinary members
 - State Coordinator of Association Croquet
 - State Coordinator of Golf Croquet
 - State Coordinator of Ricochet Croquet
 - State Coordinator of Gateball

- 2 A tournament management pool, to be comprised of up to six people experienced in, or willing to be trained in, the management of tournament.

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 Webpage.
- 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 in the setting up and running of the actual tournaments. The pool is to function on a rotational basis, sharing the work load.

AUTHORISATION

Croquet Victoria Secretary