

Croquet New Zealand Tournament Committee

Terms of Reference:	Tournament Committee
REPORTING TO:	Chief Executive
LOCATION:	Anywhere with internet access
HOURS:	Varies
Terms:	2-year cycle (with right to renewal on mutual agreement)
Committee Size	Minimum = 5 people and Maximum = 7 people

Committee PURPOSE:

Due to Croquet New Zealand’s size, three paid staff members, committees are established to assist the staff with completing day to day operational tasks. The role of the Tournament Committee is to oversee and administer all of the different aspects of CNZ tournaments.

This may include but is not limited to;

- Ensuring that CNZ tournaments are attractive, accessible and enjoyable for all participants.
- Ensuring that CNZ tournaments are supportive of the CNZ Strategic Plan and relevant Player Development Plans / Policies.

KEY RESPONSIBILITIES:

CNZ tournament means any CNZ endorsed croquet competition, CNZ tournament or international tournament hosted in New Zealand.

1. Tournament Calendar;

Manage a 3-year calendar of all CNZ tournament events, including international events involving or likely to involve CNZ member players

- Request expressions of interest from host associations;
- Allocate hosts and dates;
- Support completion of the WCF Tournament Bid document;
- Ensure that CNZ events are timely to provide accessibility for players and optimal for player development / preparation;
- Ensure tournament formats are optimal for player enjoyment and player development / preparation;

- Review and ratify CNZ tournament adverts (for CNZ Yearbook);
- Recommend any additions or removal of CNZ tournaments from the calendar.

2. Tournament Regulations;

- Oversee the CNZ Tournament Regulations and ensure that they remain current and fit for purpose. Prepare recommendations for changes as required.
- Consider WCF Tournament Regulations and proposals concerning WCF Tournaments as required.
- Consider the regulations of other international events involving NZ players as required.

3. Tournament Support;

Tournament Managers & Officials

- Maintain a Tournament Managers register;
- Approve tournament managers and Officials for CNZ tournaments;
- Ensure that tournament managers and officials are adequately informed, supported and capable in their role;
- Establish and maintain volunteer development pathways for tournament managers and volunteer officials;
- Support regional tournament manager development;
- Award and announce CNZ Tournament Manager badge recipients;
- Host and minute Manager's meetings with a committee panel and the manager of each CNZ tournament.

Tournament Conditions

- Prescribe and uphold the conditions of Appendix 5 of the CNZ Tournament Regulations, "Playing conditions for CNZ official tournaments";
- Conduct player surveys, for each CNZ tournament. Report outcomes, actions and initiatives.
- Manage the education of CNZ affiliated clubs about lawn development, maintenance and tournament lawn preparation.

4. Administration

- Produce an annual CNZ Tournament budget.

Any other tournament related tasks that may be requested by CNZ staff from time to time.

POSITION DIMENSIONS:

1.	Direct Reports:	N/A
2.	Indirect Reports:	N/A
3.	Functional Relationships: Internal	<ul style="list-style-type: none">• CNZ Staff• CNZ Committees• Associations• Clubs• Tournament volunteers
4.	Functional Relationships: External	N/A
5.	Budget:	National Tournaments
6.	Financial Delegation:	N/A
7.	Travel Required:	N/A