

## Croquet New Zealand Tournament Committee

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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:**

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.

- Review of CNZ Tournament advertisements in the CNZ Yearbook and ensure consistency with the Tournament Regulations
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## **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.
- Recruit suitably qualified volunteers to assist as needed

### **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.

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