

AC Delco Committee

Role description:

Tournament Organiser

1. Ensure the Club is run and managed in accordance with its constitution.
2. Take responsibility for organising, club shoots, postal league competitions for Portsmouth and Frostbite rounds, open competitions, and Word Record status competitions.
3. To arrange and co-ordinate, as appropriate:
 - a. notification of competitions on the Club website events page in **liaison with the Communications Co-ordinator**.
 - b. preparation of shoot prospectus and entry forms in **liaison with the Club Secretary**.
 - c. securing sufficient judges, field captains, and line captains before the competition date is set.
 - d. publication of competitions to other clubs and outside bodies **in liaison with the Club Secretary**.
 - e. preparation and setting up of the field and targets and the establishment of a field party to set up before the competition, to assist with distance changes and changing target faces during the competition, and to pack away after the competition is completed, in liaison with the **Field Coordinator**.
 - f. availability of sufficient medals, trophies, prizes, and gifts for the judges in liaison **Chair and Treasurer**
 - g. availability of a scoring team.
 - h. setting up and operating of tea tent and arrangement of food and refreshments for the judges in liaison **Membership Secretary**
 - i. collection of entry forms and fees.
 - j. checking the AGB membership of competitors and signing in.
 - k. organisation of prize giving in liaison.

1 December 2022