



# TBNZ National Tournament Manager

## Job Description

### **Reports to :**

Chief Executive Officer (CEO)

### **Liaises with:**

CEO

Ranking & Statistics Officer

Tournament & Web Support Officer

Finance Manager

Administration Manager

Technical Manager

National Squad Manager

Sponsor Bowling Centres

Media Officer

### **Responsibilities:**

1. Administration of the following TBNZ-run tournaments but not limited to:
  - a. Open National Championship
  - b. Junior/Youth National Championship
  - c. Seniors National Championship
  - d. National Team Championship
  - e. National Youth Team Championship
  - f. National Seniors Team Championship
2. To enforce the playing Rules and Regulations of TBNZ in any competitions conducted or sanctioned by TBNZ.
3. Manage the yearly scheduling of the TBNZ tournament calendar in consultation with the CEO.
4. Work closely with the Ranking & Stats Officer and the Tournament & Web Support Officer running and managing the TBNZ-run tournaments and supporting the Sponsor Bowling centres and affiliated organisations with reviewing tournament formats
5. Issuing certification for tournaments that comply with policies.
6. Managing and maintaining records for TBNZ-run tournaments.
7. Promotion of the sport of Tenpin Bowling.