



# TBNZ Technical Manager

## Job Description

### **Reports to :**

Chief Executive Officer (CEO)

### **Liases with:**

CEO

Administration Manager

National Tournament Manager

Tournament & Web Support Officer

Ranking & Statistics Officer

Sponsor Bowling Centres

### **Responsibilities:**

1. Ensure that the TBNZ Rule Book is aligned to World Bowling rules
2. Enforces the TBNZ Rules Book
3. Coordinate certification of lanes as requested by bowling centres.
4. Attend to reviews of certification documentation prepared by lane inspectors.
5. Maintain a register of lane certification documentation.
6. Issue lane certification certificates.
7. Maintain a register containing contact details for all qualified lane inspectors resident in New Zealand.
8. Maintain a register of all lane certification equipment.
9. Ensure all lane certification equipment is in good working order.
10. Ensure all lane inspectors are kept abreast of changes to international standards.
11. Attend to reviews of honour score documentation.
12. Provide regular updates to the TBNZ Management Team
13. Coordinate the acquisition of new lane certification equipment (as required).
14. Coordinate training courses for new lane inspectors (as required).
15. Coordinate Technical Committee meetings (as required).