



TBNZ Tournament & Web Support Officer

Job Description

Reports to:

Chief Executive Officer (CEO)

Liaises with:

CEO

Members of the Management Team

Bowling Centres Tournament Directors

Responsibilities:

1. Performs the role of a webmaster and looks after the standards, management and maintenance of the TBNZ website
2. To support the needs of the Management Team with the publication of information in the TBNZ website and other authorised media.
3. Assisting the TBNZ National Tournament Manager and TBNZ Rankings & Stats Officer with preparations for TBNZ-run tournaments
4. Assisting where required the TBNZ National Tournament Manager with the creation and formatting of documentation for TBNZ-run tournaments, including entry forms, rules, handbooks, flyers, etc.
5. Assists the TBNZ Rankings & Stats Officer for the compilation, distribution and publication of results for TBNZ-run tournaments in the TBNZ website
6. Publication in the TBNZ website of information and results for centre-run tournaments