



**Applications are invited for the post of  
Tournament Officer**

**JOB DESCRIPTION**

- To work with and chair the Tournament Committee and report to the Executive Governance Board (EGB)
- To co-ordinate entries from the four area secretaries – Flintshire, Glyndwr, Gwynedd & Wrexham, for the Senior Merit and Veteran’s Merit as the qualifying rounds are held in the four areas.
- To co-ordinate with the EGB, and BCGBA with dates for the WCGBA competitions – Senior Merit, Ladies Merit, Junior Merits, Veteran’s Merit, Ladies Pairs, Mixed Pairs & WCGBA Club Championships all of which are qualifiers for BCGBA finals. Also Veteran’s Club Championships and WCGBA Champion of Champions.
- To liaise with the President, Vice President and Past President for venues in their areas as applicable.
- To arrange the draws for final competitions in conjunction with the Tournament committee and EGB Officials.
- To co-ordinate with the Finance committee regarding entry fees and prize monies.
- To liaise with the secretary or relevant official regarding the Merit Posters.
- To arrange venues for all of the above 9 competitions and ensure that there are officials in charge to run the greens on the day.
- To ensure that all necessary equipment is at the venues and set up in good time.
- To book referees through the WCGBA Referee’s Placement Officer, for all events.
- To liaise with the BCGBA and ensure that they and all of our qualifiers are informed of the details of the BCGBA finals.

**QUALIFICATIONS**

- Must be familiar with the rules of the individual Tournaments.
- Experience of running sports tournaments in particular Crown Green Bowls Tournaments.
- Must be computer literate.
- Must have a current Driving Licence.
- Must have DBS clearance.

Applicants are invited to send their CV to :-

Mr D T Evans, WCGBA Chairman,

Murmur-y-Don

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BEAUMARIS

Ynys Môn LL58 8YN

Tel - 01248 810792 or e-mail [dtevens182@googlemail.com](mailto:dtevens182@googlemail.com)

No later than January 11<sup>th</sup> 2019

This is a volunteer position but an honorarium will be paid plus expenses.