

Tockington Archers

Committee Member Post Profile

Tockington Archers is a club run by the members for the members for the enjoyment of archery. All committee posts are filled and performed by volunteers who are appointed in accordance with the club constitution.

Post:

Club Tournament Officer

Duties of the Post:

It is the duty of the post holder to:

1. Organise and run the club Annual Summer Open Tournament (with the assistance of other committee and club members)
 - a) Liaising with third parties to arrange:
 - i) Use of the field and school facilities
 - ii) Judges
 - iii) Lady Paramount
 - iv) Targets and equipment to augment the clubs own if required
 - v) Advertising
 - vi) Inclusion in the county shooting calendar
 - b) Co-ordinate and arrange:
 - i) Preparation and issue entry forms
 - ii) Receipt of entries
 - iii) Preparation of a target list and send it out
 - iv) Preparation of a results list and send it out
 - v) Arrange a pre tournament meeting to finalise the arrangements and allocation of tasks on the day
2. Attend committee meetings
3. Keep the other members of the committee informed of any changes
4. Prepare and present a Club Tournament Officer's report at the AGM
5. Assist with the end of season club shoot and other club activities