



# Tournament Committee

## Terms of Reference

### Goal

To host successful club, provincial, regional, or national tournaments.

### Responsibilities

1. Prepare bids for hosting.
2. Create a budget.
3. Produce reports and related documents.
4. Solicit sponsors.
5. Promote event to club members, provincial clubs, and general public.
6. Secure facilities and facility set up.
7. Volunteer recruitment and training.
8. Onsite support including, registration, scheduling, first aid, and any technical and logistical requirements to ensure the adequate delivery of the event.

### Meeting Frequency

As required

### Reports To

Treasurer

### Approval Date

November 26, 2022