

COMMONWEALTH CHAMPIONSHIPS 2014

Organisation Team

Job	Description	Responsible
Competition Manager	Operation of competition management systems and drawing of lots.	Brian Tilley
External Liaison	WTF and CGF letters of sanction. CGF financial support (medals) and liaison Liaison with CTU and BT Event insurance (Liaison with Graham Preece) VIP invitations	William Darlington
Event Treasurer	Record all credits/debits. Arrange for payment of invoices, referee per diem fees, etc. Produce financial reports as and when required. Report to Event Manager and Competition Chairman.	Mark Threlfall (CTU Treasurer)
Event Promotions Officer	Produce articles etc. to promote the event locally and nationally. Research possible funding streams and sponsorship opportunities. Report to Competition Director and Event Manager.	Alan Clark
Resource Manager	Ensure all equipment such as mats, screens, barriers etc. are in place. Liaise with Event Set-up Manager. Report to Event Manager.	
Volunteer Team Leader	Ensure there are enough helpers on hand before, during and after the event. Allocate volunteers to various posts. Ensure referees/officials are well looked after and ensure smooth running of event. Report to Event Manager.	
Hotel Liaison Manager	Find best options for referees/officials accommodation. Work with hotel managers to ensure best possible service. Liaise with Catering Manager, Transport Manager and Chief Referees. Report to Event Manager.	
Transport Manager	Organise transport for referees and officials between airport-hotel-venue. Keep records of referees' arrival and departure schedules. Arrange transport for teams where required. Liaise with Hotel Liaison Manager and Heads of Teams. Report to Event Manager.	
Catering Manager	Organise meals for referees/officials. Liaise with Hotel Liaison Manager and Meadowbank Venue Manager. Report to Event Manager.	
Event Set-up Manager	Organise a team of people to prepare the venue for competition. Work in conjunction with Resource Manager and Volunteer Team Leader. Report to Event Manager.	
Awards Manager	Research and resource the best options for the medals and trophies for the event. Oversee the award ceremony. Liaise with Event Treasurer and Volunteer Team Leader. Report to Event Manager.	