

# PPC TOURNAMENT CHAIR

## JOB DESCRIPTION

Must have good communication skills.

### Duties:

1. Plan all components of a sanctioned tournament and submit these plans to the Executive for approval. Include a budget for the tournament with these plans. Run your plans and budget by the President before presenting them to the Executive as a whole.
2. Once approval has been given, organize a tournament committee.
3. Coordinate with the Website Administrator to ensure tournament events are posted on the PPC website.
4. Ensure that Pickleball Canada sanctioning procedures are followed.
5. Ensure that Club liability coverage is in place to cover the event.
6. Plan pre and post media coverage to promote the event.
7. Submit an income/expense report including all receipts to the Treasurer for payment.