

The ABF Management Committee is seeking applications from suitably qualified candidates to be considered for the position of **NATIONAL TOURNAMENT COORDINATOR**.

It is envisaged that the National Tournament Coordinator (NTC) will maintain the corporate memory for ABF and licensed events, offer advice on policy ideas to both the Tournament and Management Committees and carry out any other duties as requested of him/her from time to time.

The list below aims to itemize those activities which will fall under the responsibility of the NTC:-

- Coordinate with Tournament Organisers of National Events to ensure that he/she has sighted (and endorsed) the tournament regulations for their respective event.
- Coordinate with the Tournament Organisers of those national events under license to the states from the ABF to ensure that the obligations of each state under said agreement are met in a timely manner.
- Appoint (identify) in consultation with the Chairman of the ABF Tournament Committee, a person to act as the ABF on site representative responsible for adjudicating on all matters pertaining to the ABF at any ABF or Licensed Event.
- Maintain an event record which can be used for comparison on an event by event, year by year basis. Items for inclusion in this data base will be number of entries, player origin, entry fees paid, balance sheets for each event and the final results.
- Offer advice and develop policies in consultation with the ABF Management and Tournament Committees.
- Maintain the Appeal Handbook.
- Maintain the ANC Handbook.
- Provide a written report for consideration at all ABF Management Committee Meetings detailing the activities carried out during the period leading up to the meeting.
- Coordinate, in conjunction with the National Viewgraph Coordinator, liaison for all BBO activities.

The successful candidate will be able to demonstrate a sound knowledge of bridge activities at national level. He/she will have good computer and administrative skills, as well as being able to respond to written and verbal queries in a timely manner. The successful candidate will be a self-starter with excellent communication skills and the ability to work within tight deadlines.

The successful candidate will be awarded a contract to the value of \$10,000 per annum.

Interested parties should send their applications to the Secretary at secretary@abf.com.au to arrive no later than close of business Western Standard Time 29th January 2010.