

Tournament Chairperson shall:

Ensure draft tournament schedule is presented to the board for approval and then is submitted to the national agency for approval. Check all information on flyer thoroughly to ensure accuracy.

Ensure an electronic copy of the flyer is sent to the webmaster for posting on the unit's webpage.

Ensure free play tickets are printed for partnership and tournament chairpersons that are transferable.

Ensure sign-up sheets are printed and posted for cleanup or food as needed.

Ensure flyers are printed and displayed appropriately

Check with tournament director on requirements for a bank.

Check on housing for tournament director.

Appoint person(s) for coordinating cleanup and food duties if you require assistance with these tasks.

Arrange airport pickup and return for tournament director if required.

Arrange transportation for the tournament director as required.

Arrange for tournament ending party.

Appoint split the pot sales people as required.

Arrange for caddies for the Swiss team games.

Go over financials with director and treasurer.

Obtain budget and spend accordingly.

Arrange for off site "lunch" for fall sectional.

Do announcements as necessary to include thank you to; tournament director, partnership chairperson, cleanup people, meal arrangers, and silent auction coordinators.

Cleanup requirements:

Put away or cover all food.

Pick up all dirty dishes and load into dishwasher.

Wipe off counters

Start the dishwasher.

Provide assistance to tournament director on table set up for the next day.

Vacuum as necessary between sessions.

Other duties as assigned by the board of directors, club president or tournament director.