**Tournament Secretary Job Description**

You need to:

* Organise the calendar for Manchester Completions. Send this to the webmaster and the handbook editor. See below.
* Co-ordinate the work of the organisers of the Tournaments of the Manchester County Bridge Association.
* Stress the involvement of as many players as possible in the county’s tournament life.
* Ensure that the events run smoothly and are enjoyable for all those involved.
* Ensure that organisers of each event produce balance sheets for the events and liaise with the Treasurer.
* Call and organise meetings of Tournament committee. Send minutes to MCBA Sec and ensure that actions are carried out.

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| --- | --- | --- | --- | --- |
| **DATE** | **EVENT** | **ORGANISER(S)** | **EMAIL ADDRESS** | **VENUE** |
| **2019** |  | **TREASURER** | **BLAKEYJOY@GMAIL.COM** |  |
|  |  |  |  |  |
| **3 NOV** | **AUTUMN INT PAIRS** | **KAREN JONES** | **karen@acl.co.uk** | **ST. PETERS** |
|  |  |  |  |  |
| **1 DEC** | **BEN FRANKS** | **JOHN ROBERTS & HOWARD KAY** | **robertsjohn200@gmail.com****howard.a.kay@hotmail.com** | **M/C BC** |
| **2020** |  |  |  |  |
|  |  |  |  |  |
| **4/5 JAN** | **MANCHESTER CONG.** | **IRENE DAVIES** **JEFF SMITH** | **irenedavies14@gmail.com****jasmith@nildram.co.uk** | **V&A** |
|  |  |  |  |  |
| **2 FEB** | **GAZETTE CUP** | **ANN THORNTON** | **a.thornton143@live.com** | **ST. PETERS** |
| **23 FEB** | **CANTOR CUP** | **RAY ASHLEIGH****JEFF MORRIS** | **r.ashleigh@btinternet.com****jeff@manchesterbridge.co.uk** | **M/C BC** |
|  |  |  |  |  |
| **7 MAR** | **GP SWISS PAIRS** | **RHONA G** | **rhonag43@virginmedia.com** | **ST. PETERS** |
| **29 MAR** | **INT SWISS PAIRS** | **SUSAN TRIGGS** | **Grasan30@gmail.com** | **ST. PETERS** |
|  |  |  |  |  |
| **26 APR** | **HIGSON FINALS** | **ADAM WISEBERG** | **awiseberg@gmail.com** | **M/C BC** |
|  |  |  |  |  |
| **21 JUN** | **SUMMER INT PAIRS** | **BARBARA EASTABROOK** | **eastabrook1@btopenworld.com** | **ST. PETERS** |
| **19 JUL** | **GP SWISS TEAMS** | **RHONA G** | **rhonag43@virginmedia.com** | **ST. PETERS** |
| **1 NOV** | **AUTUMN INT PAIRS** | **KAREN JONES** | **karen@acl.co.uk** | **ST.PETERS** |