

Squash Tasmania Junior Bookings Manager Regulation

The Bookings Manager will have the following responsibilities. They may obtain assistance with the completion of their duties from other parties. However, the satisfactory and timely completion of these duties is ultimately their responsibility.

Their responsibilities will include:

- To coordinate the booking of accommodation for all team players and officials attending the tournament. For individual events this will involve determining which players/travelling adults wish to stay as part of the team and which players wish to organise their own accommodation.
- To coordinate the purchase of State Junior Team uniforms for all players and officials (relates to the Manager for the Australian Junior Championships)
- To coordinate the booking of flights for players of the team attending the tournament. Attendees will be given the option of booking their own flights. However, they must commit to meet up with the team at the designated accommodation by a time specified by the Tour Manager.
- To coordinate the booking of other transport requirements (e.g. team bus) as required by the team.
- To ensure the Tasmanian State Junior Team entry forms are submitted on time with the correct player information (for the Bookings Manager selected for the Australian Junior Championships).
- To coordinate with the Treasurer of Squash Tasmania regarding payments of invoices and to determine an estimate of the final cost amount for attendance at the tournament. This will be used to invoice the event attendees. In the event that the final cost is different to the amount that attendees paid, this difference will be requested from the participants or refunded to the participants. Alternatively, a debit or credit may be applied to future events.
- To report to the Treasurer of Squash Tasmania and the Performance Pathway Committee on the costs associated with the tournament and details of bookings. This final cost figure can be used by the Committee for assisting in calculating future cost estimates.
- Where final costs will not be known until the conclusion of the event e.g. petrol costs, a conservative estimate should be used to ensure that sufficient money is available to cover these expenses. The bookings manager should also make an allowance in the cost estimate for incidental expenses.
- To provide an itinerary of all booked details to the Tournament Manager and make sure the Household Manager is up to date on any further information regarding the bookings of the trip they need to be aware of.

The manager must commit to abide by Squash Tasmania's Member Protection Policy and sign the Member Protection Declaration form confirming this and return it to Performance Pathway Committee.

The Performance Pathway Committee at their discretion may choose to receive nominations for combined roles such that they can be undertaken by one person.