

Touch Switzerland

Tour Manager Role Euros 2022

Pre-Tournament

- On receipt from TS Event Manager complete by due dates:
 - o Team registration forms vetting player eligibility
 - o Team accommodation requirements (Emily has completed this already)
 - o Team function and meal numbers including dietary requirements
 - o Team uniform requirements including sizes (includes TS 'social' shirt as well as playing strip – noting may be different suppliers)
- Coordinate travel arrangements with Teams where possible to minimise duplication e.g., hire cars/buses etc
- Coordinate TS referee's requirements (all)
 - o Pass indicative costs to Events Manager for inclusion in players fee (All referee costs met by TS through player fee)
- Coordinate TS support staff requirements (all - physios/managers/coaches)
 - o Would include physio equipment and consumables
 - o Pass indicative costs to Events Manager for inclusion in players fee (All referee costs met by TS through player fee)

During Tournament

- Act as TS Official representative at the Euros
 - o As a minimum would attend all tournament meetings, formal events and any hearings/appeals/lodged disputes
 - o Support TS coaches, particularly with information dissemination, updates and daily wrap ups regarding official points and ranking status
 - o Manage/oversee any arising administrative matters with TS members (e.g., medical, injury, emergency at home, player suspension/hearing etc)
 - o Provide TS representatives on demand of Tournament control e.g., commentary staff, team photos
 - o Collect information for use on TS website and reports on completion of tournament. As a minimum a team photo of each team
 - o Coordinate a TS club event whilst at the tournament for all TS participants