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8 October 2020

Dear TWIF Members

## **NEW COMPETITION MANAGEMENT STRUCTURE**

### **Background**

After some challenges with numbers of officials and sticking to planned time-lines at recent TWIF Championships, TWIF Exco and the TAC Secretariat, explored some options to address some of the constraints.

As a first step, it is proposed that we introduce a new position as a “Competition Manager” with a clear mandate and directive to coordinate between other appointed officials and to integrate the event programme and sequence of actions to ensure timeous conclusion of various key activities during a competition week.

**It is proposed that this structure be tested at the next TWIF event, being the WOC in September 2021 in Getxo.** If successful, we will consider making this a permanent arrangement.

All officials that have been appointed for 2020 who is available for 2021, will remain the same as will be re-confirmed in due course via the Secretary of the TAC.

**Roles & Responsibilities** - See attached

**Envisaged Programme for competition week** – See attached

### **Expression of interest to be appointed as Competition Manager (CM)**

TWIF Exco therefor wishes to extend an invitation to interested individuals to apply for this position. A comprehensive CV of their experience and suitability and a formal expression of interest for this appointment must be submitted to the TWIF Secretary General by 31 December 2020.

The following key characteristics/traits and tasks of such a CM position is foreseen:

- Being a good communicator;
- A resource manager, integrator and ability to guide systems and processes in a diplomatic manner;
- Excellent organisation/planning skills;
- Good understanding of TWIF rules and regulations;
- Experience with event planning and execution;
- To liaise closely with Exco & Event Organising Committee (also in the period leading up to event);
- Overall in charge of planning & execution of event as per checklist, format and timelines;
- Oversight on duties and responsibilities of competition officials;
- Coordination with regard to evaluation of officials;
- Ensure that scheduled times for different weight classes, medal ceremonies, etc are adhered to; and
- Post-event evaluation and reporting.

We trust that this approach will ensure a better experience for all stakeholders during future events.

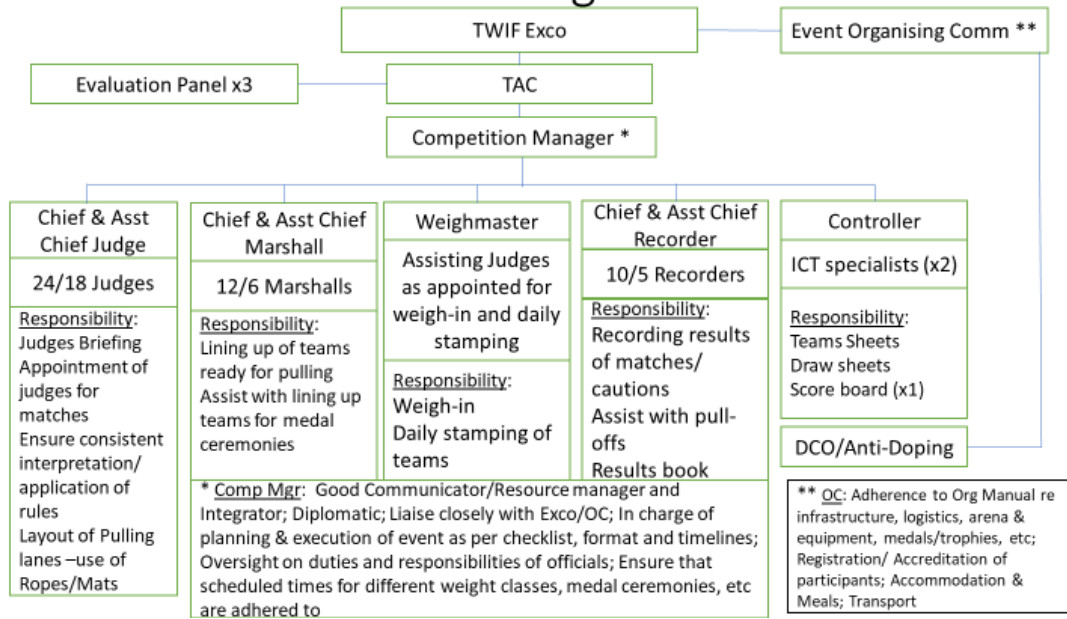
Kind regards.



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**ANTON RABE**  
PRESIDENT

## TWIF Event Management Structure



## Programme: Competition week

Sunday: Arrival of Exco

Monday: Exco meeting/Arrival of key officials

Tuesday: Planning day/Clarify roles and responsibilities (checklist to be developed)

Wednesday: Weigh-In/Judges & Recorders courses

Thursday – Sunday: Competition schedule as planned

Monday: Departure

Briefings, Opening/Closing ceremonies as planned by/agreed with OC

Post event report: All officials to Comp Mgr for consolidation and submission to Exco (within 30 days of event)

Evaluation results: Detailed reports to TAC Secretary (within 30 days of event)