

## *Tournament Software Officer*

### *Responsibilities*

1. Initial publishing of all FIR tournaments on fir.tournamentsoftware.com before handing over to tournament organisers
2. Creation of TP tournament templates (.tp files)
3. TS support for organisers and players
4. Management of FIR player licences in TS
5. Primary contact to TS supplier

### *Tasks*

1. Collect and process tournament calendar definitions from WTO to create .tp files for each tournament using standard .tp template
2. Distribute .tp files and TP licences to tournament organisers
3. Provide TS support for TD's and players
4. Handle TS Issues List (Change Requests for new functionality, defects etc) with TS supplier
5. Set up new player FIR licences for players unable to do it themselves via PayPal, maintaining all details and communicating these to TD and Treasurer to ensure licence fee collection
6. Manage handling of TP licences with TS supplier and with TD's
7. Maintain and improve the standard .tp tournament template
8. Produce statistics from TS for e.g. AGM, voting rights, country membership fees, ranking simulation etc
9. Perform analyses of tournaments, players etc.
10. Support of other Council members as requested e.g. of Rules Officer in handling Change Requests, of Treasurer in preparation of strategic Business Plans, of WTO in preparation of annual tournament calendar

### *Requirements*

1. Background in System Administration
2. Generally able to provide effective fast responses
3. Able to apply a "Help-Desk" approach
4. Well organised and able to ensure correct versions of files for all information (.tp files and templates, .tp licences, player FIR licences created, TS Issues List etc) readily available

### *Conditions*

1. FIR Council position
2. Estimated effort: 30 part-days per month
3. Location: anywhere
4. Rewards: TBD