

ARCHERY EVENT MANAGEMENT GROUP

TOURNAMENT ORGANISER – ROLE DESCRIPTION

Organisation	British Universities & Colleges Sport (BUCS)
Title	Indoor Regional TO
Remuneration	Voluntary Role (reasonable expenses covered)
Reports To	Archery Event Lead and EMG Chair
Commitment	2 Meetings a year plus events
Term of Office	Oct 2025 – Sep 2026 (reviewed annually)

ROLE PURPOSE

BUCS is looking to recruit a knowledgeable individual who is a current or previous student at a BUCS member institution to act as a member of the Archery EMG. This role will lead delivery and advise on BUCS Archery events and changes to be considered relating to the Archery programme.

MAIN DUTIES AND RESPONSIBILITIES

- Lead delivery on a BUCS Indoor Archery Regional event and support the wider EMG at Finals
- To advise on any changes to the BUCS Archery events
- To advise on tender processes, and bid documents specifically, for host venues
- Advise on rules and regulations for BUCS Archery events
- Contribute to EMG meetings

SKILLS REQUIRED

- Good communication skills
- Expertise in Archery event delivery
- Knowledge of Archery
- Commitment to active involvement in the EMG
- Ability to contribute to the EMG to set and agree strategy
- Ability to operate effectively on a Group
- Knowledge of the HE sports sector

HOW TO APPLY

If you are interested in applying for this position, please send a cover letter outlining your experience and background within archery as well as your knowledge of the sector, and any other information you believe will be relevant to the position and why you would be a suitable candidate.