

HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

Terms of Reference 22

Approved 12 July, 2012

Reviewed May 2020



TICKET OFFICER

2201 Purpose

The purpose of the Ticket Officer is to procure match and car-park tickets, for the benefit of those Life Associates and fully paid-up Associates who wish to purchase such tickets for international matches at Twickenham. This role is done by an individual in conjunction with the County Office.

2202 Accountability

The Ticket Officer is accountable to the Chairman of the Finance Committee.

2203 Authority

The Ticket Officer is authorized to

- 1 communicate with Associates and the Ticket Office at the Rugby Football Union.
- 2 purchase tickets for which there is a positive demand.

2204 Tasks

- 1 To prepare the annual ticket information memorandum each June for distribution by the County Office to all Associates.
- 2 To receive requests from fully paid-up Associates to purchase tickets.
- 3 To order the required quantity of tickets from the RFU Ticket Office.
- 4 To allocate no more than one ticket per match to those Life Associate and fully paid-up Associates who have requested by the due date. Where demand is high the one ticket per match is to be reduced to one ticket per series (i.e. Autumn Internationals or Six Nation matches).
- 5 To consider requests for more than one ticket per match only for those matches for which demand is or is expected to be under-subscribed.
- 6 To inform Associates of their ticket allocation and the amount owed.
- 7 To receive moneys due prior to the dispatch of tickets to Associates.
- 8 To bank receipts advising the Finance Chairman of the amounts received for tickets and handling fees.
- 9 To maintain a waiting list for those matches where demand exceeds supply.
- 10 To allocate previously allocated tickets not taken up to Associates on the waiting list.
- 11 To advertise to Associates by e-mail when tickets remain unsold.
- 12 To maintain a detailed record of the distribution of tickets.