



## **Position Description – Competition Director**

Position Type:	Voluntary
Hours:	Approximately 20 - 30 hours per week
Reports to	Caboolture Netball Association Board and Member of the Association

### **Terms**

Commencement Date:	Annual AGM.
Duration of Term:	Must be available for a two-year term with re-election occurring in odd numbered years. Maximum term is four years.
Resources:	Out of pocket expenses – Approved by the Board.
Recognition & Reward:	To be discussed and approved by the Board, dependent on circumstance including free or reduced fees, free Association apparel (Official polo, jacket and cap), suitable gift on completion of this term.

### **Key Objective and Roles and Responsibilities**

To ensure the development, implementation and management of the overall operations of all aspects of Caboolture Netball Associations Competitions and Carnivals in a professional and effective manner.

#### **Key roles & Responsibilities**

- Shall attend all meetings of the Association and its Board and carry out all directions given at such Meetings.
- Initiate the Association's registration processes for all competitions, including creating, updating and distributing information packs and forms.
- Be responsible for coordinating all aspects of competitions, including team grading, draw coordination, team sheet maintenance, results and game records and registration of all players and non-playing officials in either Netball Connect, with competitions including all junior and senior competitions run by the Association.
- Ensure all aspects of operations surrounding competitions are undertaken in a manner to aid the standard of competition provided to the Associations members.



- Handle any questions and complaints from Club in relation to all competitions run by the Association in a timely manner.
- Oversee the organisation and management of Junior events including Fun Day and Finals Presentations.
- Assemble a carnival working group to organise and manage all logistics of the Annual Representative Carnival. Convene and preside over the meeting required for this committee as needed.
- Be responsible for coordinating all aspects of carnivals, including team grading, draw coordination and result aggregation and publishing, with assistance from Representative team and Development Directors.
- Assist the Financial Director with the professional collection and management of fees, charges and payments relating to the Association's competitions.
- Oversee and where needed direct the support positions of Grounds Controller and Night Coordinator.
- As requires by the Board, form part of the selection panel for any employees employed by the Association.

#### **Qualifications Requirements**

- Hold a current Blue card.
- Hold a current driver's licence to effectively carry out some activities.

#### **Skill Requirements and Relevant Experience**

- Experience and/or proven ability to fill a management role in a not-for-profit, volunteer-based Association, including a good understanding of the need for planning, administration needs and the ability to liaise with the Board and Members.
- High standard of written and oral communication, interpersonal and effective people management skills.
- Good listening skills and project management skills.
- High level of understanding the Association's Competition needs to allow continual development.
- Proven understanding of the legal, financial, ethical and moral requirements of the Board.



**Interaction: The Position will be expected to interact with the following key stakeholders and individual positions:**

- Board of the Association
- Grounds Controller, Senior Coordinators and Umpire Coordinators
- Association Sub committees – Carnival Committees
- State & Local Government Agencies
- General Public
- Netball Queensland
- Affiliation Clubs and Members
- Other Association Personnel

**Performances Measures**

<u>Performances</u>	<u>KPI (how performances are measure)</u>
Strong motivation and volunteer management	The Board is fully supportive of you and is enthusiastic and committed to the progress of the Association
Operational objectives achieved in outlined timeframes	All operational tasks/actions are delivered within the designated timeframes and are to the required standard.
Organised and effective meetings and operational outcomes	All relevant meetings Are attended and participated in to ensure the operational and developmental needs of the Competitions are met.
Adequate and Effective Communication	Relevant information and communication requirements reach the relevant group and/or individual. Relevant information required in assisting the Board in their decision-making processes at meetings is sourced and provided.