

Devonport Touch Association

Position Title: Competition Manager

Immediate Supervisor: President of the DTA Committee

Terms of Employment: Part time (September to March, see D for hours of work)

This position provides an opportunity for the right person to lead and grow Touch Football in Devonport. Experience playing Touch is not necessary; however a working knowledge of the sport would be desirable. A Flexible salary and working conditions negotiable for the right applicant.

Introduction

The Competition Manager will report to the association President and Committee.

The Competition Manager has the responsibility of ensuring all operational requirements of the Association are completed to a professional standard.

Office Location: Meercroft Park Sports Complex Touch Football Clubrooms.

A) Responsibilities

Administration

- Complete or oversee completion of all general office administrative requirements including dealing with face to face enquiries, phone, email and written correspondence and collection of mail from PO Box.
- Maintain or oversee maintenance of Association web site and membership database.
- Manage Association activities in accordance with the constitution, by-laws.

Financial

- In conjunction with the Treasurer manage all day to day financial requirements including collection of team fees, banking, invoicing and payments.

Volunteers

- In conjunction with the Committee manage volunteers including canteen volunteers.

Competitions (junior and senior)

- To identify issues with the grounds and report to the DTA (The DTA is to contact Council)
- Provide regular written reports for committee meetings on issues encountered and liaise with committee members on these issues
- Be the friendly and positive face of Touch
- Complete or coordinate all competition requirements including advertising and promotion, booking of grounds, collection of entries, grading, rosters, results, ladders, finals etc.
- Ensure stock is on hand at bar/canteen during competition times
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- Collect and Process all team and player registration forms

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- Ensure that fields are plotted and line marked before the season commences and ensure that lines are marked on a weekly basis or as required.
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Referees

- Complete referees appointments for all competition matches, in accordance with guidelines and direction provided by the Director of Referees.
- Work with the Director of Referees to service refereeing including, recruitment and retention of referees, organising referee courses and meetings and any other initiatives such as newsletters, barbeques and assisting referees to attend national events

Development

- Manage conduct of school clinics, active after school care clinics and implementation of the Austouch Program.

Other

- In conjunction with Marketing Director approach potential sponsors and service existing sponsors as required.
- Plan and organise Senior Annual Dinner in conjunction with DTA Board of Management.
- Pursue and manage media coverage.
- Ensure cleaning duties are completed in accordance with Devonport Touch's requirements..

B) Key Relationships

- Work closely with and under the direction of the President.
- Work closely with and under the direction of the Committee.
- Work with Touch Football Tasmania committees and staff, and Touch Football Australia staff.
- Develop relationships among the primary and secondary schools network.
- Build rapport with Devonport Touch members.

C) Qualifications

Essential

- Be 18's Years of age (Due to bar licensing requirements)
- Current Australian Drivers License
- Responsible Service of Alcohol Certificate or willingness to complete desirable
- Tertiary Qualification and/or Sports administration experience
- Level 1 First Aid Certificate

D) Hours of Work

- The position is part-time for 15 hours per week from 1 September to 15 March.
- The hours are 5pm-9pm Wednesdays, 3pm-9pm Thursdays and 5 hours Friday. Work hours need to be flexible subject to Devonport Touch's seasonal competition requirements and work out of normal hours will be necessary.

E) Salary

- The salary for the position will be based on the successful applicants experience and qualifications.

Selection Criteria

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2. Demonstrated ability to utilise a variety of software packages, including Microsoft word, Microsoft Excel and database.
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- Maintain or oversee maintenance of Association web site and membership database.
- Manage Association activities in accordance with the constitution, by-laws.

Financial

- In conjunction with the Treasurer manage all day to day financial requirements including collection of team fees, banking, invoicing and payments.

Volunteers

- In conjunction with the Committee manage volunteers including canteen volunteers.

Competitions (junior and senior)

- To identify issues with the grounds and report to the DTA (The DTA is to contact Council)
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- Complete referees appointments for all competition matches, in accordance with guidelines and direction provided by the Director of Referees.
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- Manage conduct of school clinics, active after school care clinics and implementation of the Austouch Program.

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- Work with Touch Football Tasmania committees and staff, and Touch Football Australia staff.
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C) Qualifications

Essential

- Be 18's Years of age (Due to bar licensing requirements)
- Current Australian Drivers License
- Responsible Service of Alcohol Certificate or willingness to complete desirable
- Tertiary Qualification and/or Sports administration experience
- Level 1 First Aid Certificate

D) Hours of Work

- The position is part-time for 15 hours per week from 1 September to 15 March.
- The hours are 5pm-9pm Wednesdays, 3pm-9pm Thursdays and 5 hours Friday. Work hours need to be flexible subject to Devonport Touch's seasonal competition requirements and work out of normal hours will be necessary.

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- The salary for the position will be based on the successful applicants experience and qualifications.

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Devonport Touch Association

Position Title: Competition Manager

Immediate Supervisor: President of the DTA Committee

Terms of Employment: Part time (September to March, see D for hours of work)

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