



Position Description: Competition Coordinator (Futsal)

| Instructions for Managers |
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| <ol style="list-style-type: none"> 1. Give a copy of Position Description to new employee. 2. Give copy of signed Position Description to employee. 3. Send signed original to Head Office to place on employee file. |

| Instructions for Employees |
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| <ol style="list-style-type: none"> 1. Read the Position Description carefully. 2. Ask if you need any information clarified. 3. Keep a copy for you to use at work. 4. This may change with the needs of the Business. 5. Keep Manager informed of changes in the position |

| WORK LOCATION | POSITION DETAILS | UPDATED |
|----------------------------|---|------------|
| Football House, Deakin ACT | Full Time (38 hours/ week) Permanent | April 2024 |

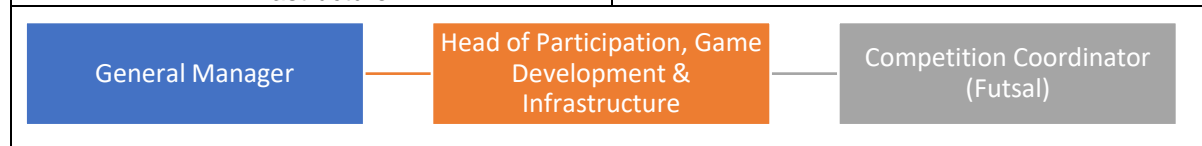
POSITION OBJECTIVE

The Competition Coordinator (Futsal) is a key role within Capital Football's (CF) Participation, Game Development & Infrastructure Department. The role will oversee the efficient and effective implementation of CF's Futsal Competitions – Capital Futsal League, Junior Futsal League, Summer and Winter Social Futsal and Futsal School Cups.

PRIME RESPONSIBILITIES

- Ensure all futsal competitions are conducted in accordance with the relevant regulations, policies and procedures to ensure the safety of all and maximise participation.
- Coordinate all competition draws, process match cards and related data management, publish competition tables and player registration.
- Oversee the appointment of Futsal centre venue managers and competition referees.
- Act as the main point of contact for all enquiries relating to futsal competitions, including those relating to the Competition Management System and Player Registration System.
- Review, develop and implement efficient administrative systems and processes.
- Assist in the delivery of other events and programs, such as Kanga Cup, as requested by the Head of Participation, Game Development and Infrastructure or CEO.

| REPORTS TO | DIRECT REPORTS |
|--|----------------|
| Head of the Participation, Game Development & Infrastructure | Nil |



ABOUT US

Capital Football is the governing body for Football, including futsal, in the ACT and surrounding regions and is a member of Football Australia. Capital Football operates within a flexible team-based environment. There is an emphasis on multi-skilling and mutual support to allow staff to effectively achieve operational objectives. Individual staff members are encouraged to set personal development goals and assume ownership of work outcomes. Managers are expected to work together to achieve common goals and deliver on current Capital Football Strategic Plan.

ORGANISATIONAL VALUES

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| <p>Accountable Being transparent and taking ownership for behaviour, decisions, and actions.</p> | <p>Ethical Doing what's right, acting in the best interest of football, and displaying good sportsmanship.</p> |
| <p>Inclusive Providing the environment and opportunity across all forms of football for everybody of any ability.</p> | <p>Respectful Building trust by listening, accepting others for who they are and when they have a different view, and behaving courteously.</p> |
| <p>Responsive Acknowledging, acting, and responding in a timely and respectful manner.</p> | <p>Unified Alignment of purpose, philosophy, and pathways.</p> |

To provide high quality experiences for everyone involved in football in all its forms.

| SKILLS AND PERSONAL ATTRIBUTES |
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| <ul style="list-style-type: none"> • Well developed oral and written communication skills. • Good interpersonal skills and ability to work within a team environment. • Self-motivated with an ability to manage priorities within acceptable time frames and at times with limited guidance. • Organisational skills, time management skills and ability to work positively under pressure and with changing work priorities. • Show initiative in developing practical new ideas and approaches. |
| SELECTION CRITERIA |
| Essential |
| <ul style="list-style-type: none"> • Have the right to work in Australia. (<i>Evidence required</i>) • Hold, or ability to gain, an ACT Working with Vulnerable People Card. • Demonstrated experience in sports administration including experience in the successful management of competitions. • Experience in developing and maintaining stakeholder relationships. • Well-developed negotiation skills and demonstrated conflict resolution experience. • Ability to work well under pressure and a strong attention to detail. • Good written and verbal communication skills. • Demonstrated computer skills in Microsoft products and use of databases and spreadsheets. • Ability to work flexible hours, including after hours and weekends. |
| Desirable |
| <ul style="list-style-type: none"> • Tertiary qualifications in sport management or similar. • Knowledge and understanding of futsal competitions in the ACT and Capital Region. |
| INDICATIVE DUTIES |
| <p>Under guidance from the manager, work to deliver operational priorities which includes the following:</p> <p>General</p> <ul style="list-style-type: none"> • Act as the main point of contact within CF for all futsal enquiries. • Contribute to the development of annual budgets, operations plan and comprehensive project plans for the delivery of all futsal leagues. • General administrative duties as required including but not limited to filing, answering telephone calls, photocopying and word processing. • Work within the Futsal budget. • Assist with the preparation of media releases and other promotion information including collation of data for annual reports and strategic planning. • Maintain and update Futsal League information on the Capital Football website. • Work with the Technical Director to develop player pathways to participate at Futsal Nationals, including selection and travel arrangements. • Assist in the delivery of other events and programs, such as Kanga Cup, as requested by the Head of Participation, Game Development and Infrastructure or CEO. • Perform all duties as directed by the Head of Participation, Game Development & Infrastructure or CEO. <p>Competition (Senior / Junior)</p> <ul style="list-style-type: none"> • Develop and publish all futsal competition draws. • Develop and establish programs to build the capacity of Junior Futsal Competition deliverers. • Appoint and manage futsal centre Venue Managers. • Apply the Competition Rules and other relevant policies, regulations, and statutes. • Coordinate the processing of match cards and related data management. • Monitor the publishing of competition tables including scores and goal scorers. • Coordinate player self-registrations, including liaison with the centre to provide support. • Liaise with the Management and centres on disciplinary matters. • Liaise with the Referee's Department on referee appointments and related matters. |

- Maintain regular and effective communication and liaison with centres, providers and teams.
- Provide secretariat and administrative support to relevant Advisory Committees.
- Assist with the requisition of invoices for court hire, referee payments, registration fees, insurance and other levies.
- Other league related duties as required from time to time.

School Cups

- Deliver School Cups to grow the participation base of Futsal.
- Use School Cups to connect schools with Capital Futsal League clubs, providers, and centres.
- Provide support and resources to schools in the ACT regarding Futsal.
- Develop and deliver registration campaigns to support Junior Futsal growth.
- Connect Junior Futsal Competition deliverers with schools to enhance the participant experience including coach and referee education.
- Maintain regular and effective communication and liaison with schools and School Sport ACT.
- Assist with the requisition of invoices for registration fees, insurance, and other levies.
- Maintain and update Futsal School Cup information on the Capital Football website.

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and Capital Football.

Chief Executive Officer



Date

I hereby understand the requirements of the position and will fulfil the responsibilities of this role and Capital Football.

Employee Name

Employee Signature

Date