



Position Description: Competition Coordinator (Senior Leagues)

Instructions for Managers
<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.

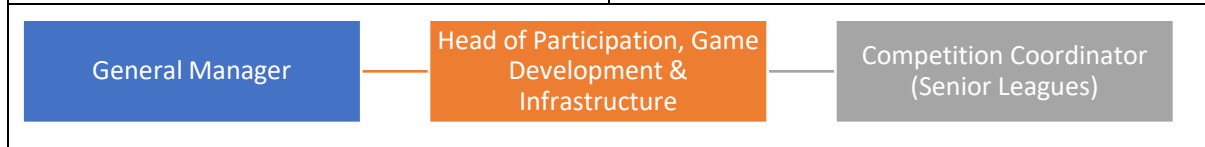
Instructions for Employees
<ol style="list-style-type: none"> 1. Read the Position Description carefully. 2. Ask if you need any information clarified. 3. Keep a copy for you to use at work. 4. This may change with the needs of the Business. 5. Keep Manager informed of changes in the position

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

POSITION OBJECTIVE
The Competition Coordinator (Senior Leagues) 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 Senior League Competition and assist in the delivery summer NPL/CPL club activities.

PRIME RESPONSIBILITIES
<ul style="list-style-type: none"> • Ensure all 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. • Work with the Referee Department to appoint competition referees. • Act as the main point of contact for all enquiries relating to senior league 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, Finals Month 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 Capital Football's Strategic Plan.

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

Responsive Acknowledging, acting, and responding in a timely and respectful manner.	Unified Alignment of purpose, philosophy, and pathways.
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SKILLS AND PERSONAL ATTRIBUTES

- 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

- Have the right to work in Australia. (*Evidence required*)
- 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

- Tertiary qualifications in sport management or similar.
- Knowledge and understanding of football competitions in the ACT and Capital Region.

INDICATIVE DUTIES

Under guidance from the manager, work to deliver operational priorities which includes the following:

General

- Act as the main point of contact within CF for all Senior league 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 provided annual budget.
- Assist with the preparation of media releases and other promotion information including collation of data for annual reports and strategic planning.
- Work with the Media & Marketing team to maintain and update competition information on the Capital Football website and other platforms as requested.
- 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.

Competition

- Apply the Competition Rules and other relevant policies, regulations, and statutes.
- Develop and publish all competition draws.
- Coordinate the processing of match cards and related data management.
- Monitor the publishing of competition tables including scores and goal scorers.
- Review requests from clubs to deliver programs, competitions and trial/travel requests and ensure they are delivered in accordance with Capital Football policies and procedures.
- Assist in delivering events and programs such as pre-season tournaments, finals weekends, club meetings and seminars, and awards functions.

- Liaise with the Management on disciplinary matters.
- Liaise with the Referee's Department on referee appointments and related matters.
- Maintain regular and effective communication with clubs and teams.
- Prepare all required data for annual reports and strategic planning.
- Provide secretariat and administrative support to relevant Advisory Committees.
- Assist with the requisition of invoices for ground hire, referee payments, registration fees, insurance, and other levies.

APPROVAL

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

Chief Executive Officer *Samantha Janow* 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 _____