



ORANGE THUNDER TOUCH FOOTBALL

Competition Administrator

Responsibility

- The Competition Administrator is responsible for the management of the club's local competition.

Duties

- Actively manage the representative operations of the club at all times and keep the committee informed of all local competition matters and areas of concern.
- Be the communication link between the club, NSWTA, TFA and other clubs on all local competition matters.
- Develop all competition draws, enter competition match results and ensure that all matters pertaining to the local competition are provided to team delegates in a timely manner.
- Possess the ability to write and edit documents for local competition purposes, including but not limited to conditions of entry and local judiciary manual.
- Should provide leadership and relevant information on all matters pertaining to local competitions to the committee, officials and members.
- Develop and maintain a sound understanding of the club, NSWTA, TFA code of conduct, rules, policies and guidelines.
- Foster, promote and where necessary, insist, that all club members respect and abide by the club, NSWTA, TFA code of conduct, rules, policies and guidelines.
- Provide detailed administrator reports at committee meetings.
- Where possible to assist the club, NSWTA and TFA in the promotion of touch football in the school systems.
- In conjunction with Secretary and Representative Director, coordinate ground hire provisions for all training and games throughout the year.
- In conjunction with Representative Director and Treasurer, maintain a register of all financial members of the club.
- In conjunction with Secretary, lead all judiciary matters and keep a record of all suspended and/or un-financial members.
- In conjunction with Competition Administrator and Referee Director, ensure all referee payments are received.
- Attend and preside at all executive, special, committee and annual general meetings.
- Perform any other duties as required by the committee.