



## **ORANGE THUNDER TOUCH FOOTBALL**

### **Competition Administrator**

**Responsibility:** The Competition Administrator is responsible for the management of the club's local competition.

#### **Duties:**

Actively coordinate and manage day to day operations of the club at all times and keep the committee informed of all local competition matters and areas of concern.

Liaise directly with the OTA executive on all on-going matters and business.

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.

Administer updates, news articles and other information on the OTA official website.

Liaise with President on all sponsorship/partnership agreements and ensure that all duties are carried out by relevant members.

Maintain an up-to-date membership database utilising the system mandated by the association.

Liaise with the executive committee on all wet-weather decisions and ensure any cancellations are publicised adequately.

Provide Director of Referees with appropriate cards/sign-on sheets and other items as required for the park competitions.

Liaise with NSWTA on all affiliation matters and ensure all information required is supplied to NSWTA by the requested deadlines.

Attend to filing and follow-ups on any incident, injury or other reports and ensure correct protocol (internal or external) is followed.

Liaise with Waratah's on any matter concerning the playing fields.

Liaise with the Public Relations Officer to ensure adequate advertising, marketing and public relations are used to promote all competitions and other events, as per committee request.

Attend to all filing, where required and ensure adequate records are kept for legal purposes or otherwise.

Attend all committee meetings, where possible and provide guidance and support with decision making etc.

Liaise with the Representative Coordinator to ensure all documents, payments and policies are completed and carried out within the required timeframes.

Supervise and coordinate the adjustments and alterations to the Rules of Association booklet, in accordance with policies and Constitution.

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 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.

## **End of Year Handover**

*Updating Key Documents* : At the end of each year a key activity of the Competition Administrator is to review and revise their Position Description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

*Induction of the Incoming Competition Administrator*: An important responsibility of outgoing Competition Administrator is to train, mentor and support the incoming Competition Administrator.

**Term of Appointment:** As agreed to by the committee.

**Honorarium: Senior \$12 000 Junior \$3000**

**Special Notes:** The Competition Administrator is main role within the association & hence the honorarium is more significant than other roles.