



BUNDABERG TOUCH ASSOCIATION

COMPETITION ADMINISTRATOR ROLE DESCRIPTION

Overview of the Role

The role of the Competition Administrator is to effectively manage the association's senior and junior competitions, registrations, grading and fixtures. The following attributes and duties are recommended for this role:

Key Relationships

- Reports to the President
- Other Key relationships:
 - Referee Coordinator
 - Social Media Coordinator
 - Representative Coordinator

Key Responsibilities

- Use the Mysideline competitions features to create and regularly update playing fixtures/record results
- Manage registrations
- Coordinate the grading (re-grading) requests
- Communicate with players/families throughout the season regarding competition details (*including queries and requests*)
- Coordinate the Finals Presentation (including awards)

Knowledge/Skills

- Organisation and time management skills
- Ability to respond to enquiries/problems quickly and effectively
- Knowledge/use of online data base systems
- Working with children blue card