



POSITION DESCRIPTION

TITLE	Competitions Director
POSITION TYPE	Voluntary permanent part-time
REPORTS TO	Executive Director, New Zealand Canoe Polo Association (NZCPA)
DATE	October 2017

NZCPA mission statement:

To promote and encourage all aspects of Canoe Polo in New Zealand for the future of the sport and its participants

OVERALL PURPOSE

The Competitions Director will oversee the delivery of national competitions for NZCPA.

KEY RELATIONSHIPS / STAKEHOLDERS

The Competitions Director is responsible for managing the voluntary Competitions Council. In addition, they will work closely with the Executive Director to ensure national competitions align with the strategic direction of the Association.

RESPONSIBILITIES OF ROLE

- To oversee the successful delivery of the NZCPA Competitions within budget
- To ensure the continued financial viability of the Competitions
- To maintain effective communication with NZCPA Executive and Competitions Council

SKILLS & EXPERIENCE

- Previous experience in event / competition management
- Previous experience in organizing canoe polo competitions beneficial, but not crucial
- Excellent time manage and delegation skills. Able to effectively management a team to get the best from volunteers
- Has the ability to problem solve on the spot as required.
- Is motivated to maintain and improve the level of national competitions, has an innovative outlook, and a continuous improvement attitude to ensure the future development of the sport

KEY TASKS

- Manage the Competitions Council, a small team of volunteers
- Organize the delivery of the:
 - National League Championships – A, B, C grades
 - School Nationals (in consultation with Schools council)
 - Inter-Regional Championships



- Arrange, book and confirm suitable indoor / outdoor venue hire, in consultation with the Executive Director.
- Ensure that all amenities required are available (toilets, marquees, tables, scoreboards etc)
- Ensure entry forms and fees are completed / paid.
- Arrange competition draws and publicize in timely fashion.
- Work with Communication's director to ensure clear communication to our members and the greater public.
- Liaise with officials and referees for tournaments.
- Liaise with other members of the Executive as required: Funding, Schools and Referee directors and NZ Squad coaches as needed.
- Take care and maintain equipment where necessary.
- Be aware of all safety issues and RAMS.
- Order and supply medals for tournaments, as required.
- Provide the Board with an annual competition budget and report.
- Understand and adhere to the NZCPA Competitions Policy and Guidelines. As well as providing feedback to change these for future events if needed.
- Ensure annual reviews are undertaken.