

Competition Manager

The Competition Manager will be responsible for managing a sport specific Competition Management Team that will consist of the following personnel who will report to the Competition Manager.

COMPETITION MANAGER

Sport Technical Officer	Sport Administration Officer	Sport Volunteers	Venue Operations Officer
<ul style="list-style-type: none"> • Officials • Rules • Field of play • Contingency plans 	<ul style="list-style-type: none"> • Accreditation • Draw management and display • Results reporting and display • Sports Equipment 	<ul style="list-style-type: none"> • Assist where required in all area's 	<ul style="list-style-type: none"> • Venue liaison • Change facilities • Catering • Transport • Communication • Equipment • Signage • Security

ROLE OF THE POSITION

In conjunction with the Sport Manager, the Competition Manager will ensure that their specific sport is professionally managed in accordance with the appropriate AUS guidelines and competition rule variations.

The responsibilities of the Competition Manager will include:

- Coordination and management of the technical and field of play functions
- Effective management of the sports specific competition
- Management of Competition Administrative functions
- Management of the Competition Management team
- Oversee the integration of Sports Medicine delivery
- Dispute resolution & administration

With these responsibilities in mind, the Competition Manager is required to possess a detailed knowledge of their sport and the processes required to deliver a National standard competition. It is expected that they will be involved with all aspects of the planning and coordination of their sport prior to and during the event.

KEY RESPONSIBILITIES:

1. Coordination and management of all the technical functions

The technical functions requiring input from the Competition Manager include:

- Review of venue, the required equipment and facilities
- Review of the competition area (field of play)
- Become familiar with the AUS sports specific sports rules and regulations
- Review of National/International Sport Rules the competition may be based upon
- Understanding of the AUS and Games regulations
- Undertaking the management of sports specific disputes at the initial stage

2. Effective management of the sports specific competition

The sports specific competition functions that will need attention by the Competition Manager will include:

- Assistance with the preparation and implementation of the draw structure and competition schedule
- Management of disputes
- Assistance in development and review of contingency plans for wet weather, competition delays, staff attrition and similar tasks
- Knowledge of the Sports Medicine requirement, facilities and procedures

3. Management of competition administrative functions

The administration functions that will need attention by the Competition Manager will include:

- Conducting a Sport Specific Team Managers meeting prior to competition
- Presenting draws and results at the competition venues
- Sending through the results to the Results Centre
- Undertaking accreditation checks
- Member of the Green and Gold selection committee

4. Management of operational functions

The operations functions that will need attention by the Competition Manager will include:

- Knowledge of all operational systems including reporting problems, faults, damage regarding the venue and equipment
- Knowledge of the catering, change rooms, scoreboard, waste and cleaning facilities available
- Knowledge of the Games transport and communication systems
- Placement and monitoring of Games signage
- Implementation and monitoring of all sporting and general equipment
- Tracking of sport and other technical equipment
- Review and implementation of health and safety procedures
- Undertaking the medal ceremony and Green & Gold merit team presentations

5. Management of the Competition Management team

While it will be the Games' aim to assist with the provision of volunteers and staff to achieve the desired outcomes as listed above, the Competition Manager will coordinate and be responsible for the training, tasks and actions of all volunteers within that Sport.

6. Evaluation

Prepare a brief evaluation report at the conclusion of the Games so as to provide recommendations for future AUS events.

OTHER REQUIREMENTS

The Competition Manager will be required to:

- Be available to contribute to the planning of the competition in the months leading up to the Games.
- Attend up to four (4) short information and training sessions in the lead up to the event to ensure that they are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- During the event wear the Games uniform
- Be neatly groomed at all times during the Games
- Be an unbiased non-competitor in the event
- Conduct themselves in a professional manner and uphold AUS Policies.

SELECTION CRITERIA

Desirable Attributes

- Excellent knowledge of the sport and the processes involved in conducting a National level competition
- Past event experience as a Competition Manager
- Commitment to instilling and maintaining high levels of professionalism in the conduct of the Competition Management Team and the subsequent delivery of the sport competition.
- Excellent organisational skills
- Ability to prioritise and meet deadlines
- Ability to coordinate a number of tasks simultaneously
- Good written and verbal communication skills
- Enthusiastic and motivated approach
- Ability to manage and foster a productive team environment
- Ability to take initiative and make prompt decisions

Commencement Date: April 2008

Completion Date: October 2008

Level of Commitment: The Competition Manager will commit 100% to the following:

- Attend all training sessions prior to Games (Max 4 sessions)
- Meet all deadlines for information, comment and reports
- Learn and understand AUS event rules, policies and procedures
- Attend entire duration of the Games week. Sunday 28 September – Friday 3 October (Approx 45hrs+)

Training: The Competition Manager will be required to undertake the following training:

- Orientation
- Competition Management
- Sports Specific
- Accreditation
- Results
- Disputes
- Operations

Remuneration: The Australian University Games draws its resources from the existing community and the student population. In the past Competition Managers have received donation payments to cover reimbursement of associated expenses. This area will be discussed in detail with the governing sport body and the Competition Manager.

Responsible and report to: Sport Manager

Appointment: The governing body for the sport will be involved in the identification of key personnel in the Competition Management structure (eg. the Competition Manager and the Technical Officer)

The Project Manager will appoint the selected members of the Competition Management team together with the AUS General Manager Sport Programs and Events, and the Sport Manager.

I acknowledge I have read and understood the responsibilities and requirements of this role and upon acceptance of this position agree to fulfill them to the best of my ability.

Signed _____, Date _____