

Dubbo Touch Association

Position Description for Competition Director

Brief description of Competition Director Role:

This position is responsible for the running of the Monday and Wednesday night senior competitions, Women's competition and Monday afternoon junior competition, including the preparation of the competition draw and point score.

Duties:

1. Prepare a competition draw using My Sideline including allocation of fields, timeslots and duty teams in an equitable fashion for the season.
2. Respectfully communicate with Registrar to consolidate teams when required.
3. Ensure that each team has a copy of the season draw by Round 5 of competition.
4. Email weekly draws to the Publicity Officer to place on social media.
5. Email team managers and provide content for facebook as required with competition updates and news.
6. Maintain a record of duty compliance and notify Hearings Officer of teams who fail to complete duty. Communicate with team managers about the By Laws such as duty requirements as well as the code of conduct.
7. Make checks on teams during competitions to ensure that all players participating are registered. Notify Hearings Officers of unregistered players so a letter can be sent.
8. Communicate respectfully with Referee Director about duty team and referee allocations and player discipline.
9. Organise team sign on sheets for each round throughout the season.
10. Ensure games start on time and run smoothly by troubleshooting with referee allocations, supporting referees, arranging siren and timer and assisting duty teams with understanding their responsibilities.
11. Collect team sheets at the conclusion of each week and maintain an accurate record of the team point score throughout the season using My Sideline.
12. At the beginning of each season conduct grading and recommend competition/team grading to DTA committee.
13. Identify and perform any re-gradings where necessary and inform Registrar to update on My Sideline.
14. Maintain records on ground conditions and ensure sub-standard ground conditions are reported to Dubbo Regional Council. This includes making decisions about playing when it has been raining and whether conditions are conducive to playing if Council has not closed the fields.
15. Ensure first aid kit, defib and ice for injuries is readily available.
16. *Junior Competition Director-in conjunction with the DTA Publicity Officer, promote Junior Touch in school newsletters and in the general media.*
17. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
18. Provide support and assistance to other committee members as required.
19. Provide Working with Children Check details to the Member Protection Officer.
20. *Assistant Competition Director to support Competition Director with above duties.*