



POSITION DESCRIPTION

POSITION TITLE	West Australian Volleyball League (WAVL) Tournament Director
RESPONSIBLE FOR	Providing on site management and administration of the WAVL
EMPLOYER	Volleyball WA
LOCATION	180 Charles Street, West Perth, 6005
REPORTS TO	VWA Participation and Development Manager VWA Competitions and Events Coordinator
EMPLOYMENT	Casual

Key Responsibilities

On Site Management and Administration of WAVL

- Ensure the safe and professional presentation of playing venue:
 - Complete a Facility Audit prior to the commencement of the first fixture.
 - Nets are at correct height and proper tension.
 - Courts have all necessary equipment: Ball, pump, score sheets, scoreboards, pens, rotation slips, towel, post pads, chairs etc.
 - All safety checks are completed and acted upon if necessary.
 - All signage, presentation aids and marketing material are appropriately displayed.
 - Ensure that access to a first aid kit and ice are available.
- Administrate the tournament
 - The WAVL Tournament Director is the first point of contact for all queries at the venue
 - Accurately update all tournament results including:
 - Match results.
 - Most valuable player votes.
 - Submit scoresheets, venue checklists and injury report forms to the VWA Competitions and Events Coordinator prior by Monday 5pm.
 - Run the on-site volleyshop
 - Maintain the inventory sheets and monitor stock levels.
 - Write receipts to reflect on site sales.
 - Return cash sheet and money to VWA the Monday after a round.
 - Provide minor First Aid support at the venue
- Ensure compliance with Regulations, Policies and Procedures
 - Must be familiar with FIVB Indoor Volleyball Rules, WAVL Regulations and VWA Policies and Procedures.
 - Ensure that compliance is met by all participants: athletes, coaches, referees, clubs, spectators and staff.
 - Ensure that all participants, coaches and parents adhere to the VWA Codes of Conduct.
 - Monitor club compliance of the WAVL Regulations and liaise with the VWA Competitions and Events Coordinator to ensure that fines are sent to offending clubs.

- Ensure that Facebook and Instagram social media posts are completed at least twice on each competition day of the season.
- Provide customer service to all participants.

Off Site Administration

- Ensure that adequate preparation is completed each week prior to the competition day to ensure that WAVL is run in a professional manner.
- Attend meetings at VWA as required.
- Assist with the review of the WAVL Regulations annually.

WAVL Technical Committee

- WAVL Tournament Director (WAVL TD) holds a position on the WAVL Technical Committee (WAVL TC).
 - The tournament director will collect any issues which participants propose during the season.
 - These issues will be presented to the WAVL TC at regular intervals and will meet when necessary.
 - WAVL TD will then communicate the outcome of these WAVL TC discussions.

Key Performance Indicators

Customer Service

- Show high level interpersonal and communication skills that allow effective, positive relationships at all times with all internal and external stakeholders. Develop strong working relationships with the key stakeholders of WAVL, keeping them fully informed on an ongoing basis.

Organisational Skills

- Display a high level of organisational skills and be the primary source of information and knowledge in regards to all WAVL. Document and share this information and knowledge effectively where required with internal and external stakeholders.

Administration Skills

- Display high level administration and communication skills (verbal and written). Ensure business and financial processes are adhered to, and that all decisions made and actions taken are in the best interest of Volleyball WA.

Technical Skills

- Demonstrate effective use of Microsoft office applications and Information Communication Technology applications. Learn as required software applications and fixture applications as required by the Volleyball WA competitions.

Team Participation

- Be an active and enthusiastic member of the Volleyball WA staff team and the Volleyball WA wider community. Build positive relationships and work collaboratively with Volleyball WA Clubs, Associations and other stakeholders in supporting the Volleyball WA competitions and WAVL. Take personal responsibility for upholding the Association's values.

Work Quality

- Take personal responsibility for the quality of work completed, including timely delivery and accuracy of information.

Continuous Improvement

- Show a commitment and active contribution to finding more efficient and effective ways for the delivery of the Volleyball WA competitions and events portfolio for the benefit of the Volleyball WA community

Functional Tasks

- Highly effective communication, both verbal and written, including distribution of information, correspondence, customer service, telephone calls and emails.
- Effective management of timelines and date requirements.
- Strong administrative skills
- Ensuring compliance with VWA Policies and procedures, and all VWA competition By-Laws and regulations.
- Maintain an effective filing and retrieving information system for the VWA office.
- Be flexible on the hours of work to achieve successful completion of tasks.
- Be able to work as a team member.

Requirements

- A sports qualification / sports administration / volleyball experience would be advantageous
- Current Driver's Licence and reliable transport
- Current Working with Children Check
- Current First Aid Certification
- Ability to work extended hours on Sundays and some Friday evenings