

## Position Description

<b>POSITION TITLE</b>	VWA Beach Tour Tournament Director
<b>RESPONSIBLE FOR</b>	Providing on site management and administration of the Alcohol. Think Again Beach Volleyball Tour
<b>EMPLOYER</b>	Volleyball WA
<b>LOCATION</b>	180 Charles Street, West Perth, 6005
<b>REPORTS TO</b>	VWA Competitions Coordinator
<b>EMPLOYMENT</b>	Casual
<b>RATE</b>	\$42.89 per hour

### Role Purpose

The purpose of the role is to provide onsite management and administration of the Beach Tour. Reporting to the Competitions Coordinator, this position is the appointed VWA representative at the Beach Tour.

### Key Responsibilities

- 1. Follow the direction of the Event Operational Plan and Event Checklist.**
- 2. Ensure the safe and professional presentation of playing venue:**
  - Be at least 1.5 hours prior to the start of the first game.
  - Nets are at correct height and proper tension.
  - Courts have all necessary equipment: game ball, table, score sheets, scoreboards, pens, post pads, chairs, etc.
  - Ensure Sunscreen and water is available for participants and staff.
  - All safety checks are completed and acted upon if necessary. A Venue Checklist should be completed prior to the start and returned to the VWA office on Monday following each round.
  - Ensure all signage, presentation aids and marketing material is appropriately displayed.
  - Ensure that access to a first aid kit is available.
  - Secure the Beach Trailer and VWA Vehicle when not in use.
  - Set up the sound system for music and announcements during the day.
  - Report any damaged or lost equipment to the VWA Competitions Coordinator.
- 3. Administrate the competition:**
  - Run the Technical Meeting.
  - Resolve any protests 'on the spot' and advise teams / players of the appeal process.
  - Collect all scoresheets and input the results in the results spreadsheet provided.
  - Collate event results and coordinate award presentations on the final day.
  - Resolve any risk management issues as per the VWA Event Risk Management Plan.
  - Provide customer service to all participants.
  - Return all scoresheets to the VWA Competitions Coordinator by the Monday following each round.

- Ensure that Injury Report Forms are completed for any players injured and submitted to the VWA Competitions Coordinator by the Monday following each round.
- Complete all social media activities as outlined in the Event Operational Plan.
- Submit photos from the round via email or text to VWA Competitions Coordinator that can be used for marketing and social media items.
- After the event, ensure that the equipment is packed up neatly in the Beach Trailer and VWA Vehicle and returned to VWA.
- Run the on-site Volleysshop:
  - Maintain the inventory sheets and monitor stock levels.
  - Write receipts to reflect on site sales.
  - Return cash sheet and money to VWA the next business day after a round.

**4. Ensure compliance with VWA Regulations, Policies and Procedures:**

- Must be familiar with FIVB Beach Volleyball Rules, VWA Competition Rules and Regulations Handbook and relevant VWA Policies and Procedures.
- Ensure that compliance is met by all participants: athletes, coaches, referees, clubs, spectators and staff.

**5. Supervise appointed referees (when applicable):**

- Liaise with the VWA Competitions Coordinator to ensure adequate provision of referees.
- Monitor the performance of referees for each competition.

**6. Lead and manage a team of event staff and volunteers:**

- Ensure that event staff and volunteers understand their role and monitor them throughout the day.
- Ensure that all event staff and volunteers are Sun Smart.
- Record hours of work of each event staff and volunteer.

### Qualifications & Experience Required

The Beach Tour Tournament Director must have:

- Current class C Driver's Licence and experience driving on sand surfaces.
- Current Working with Children Card.
- Current First Aid qualification.
- Either an education qualification in sports administration or experience in playing or administering Volleyball.
- Ability to work unsupervised and experience managing a small team.
- Heavy lifting will be required.
- Ability to work extended hours on weekends (Friday – Sunday) which includes early mornings between October and March.

### Dress Code

The Beach Tour Tournament Director will present themselves in a professional manner when representing VWA. VWA will provide a Volleyball WA Shirt which must be worn with either Black/white shorts or pants while performing their duties. In addition, must wear enclosed shoes and hats or visors are permitted.

## Key Performance Indicators

To perform competently in this position the incumbent will be expected to demonstrate capability, skills and experience in the following areas;

- **Customer Service:** Show excellent interpersonal skills, build positive relationships and work collaboratively with key stakeholders from a range of diverse backgrounds, including athletes, parents, coaches and referees, state and national associations, local government representatives, contractors and sponsors.
- **Communication:** Demonstrate exceptional communication skills. Act as the primary source of information and knowledge regarding all the activities outlined in the position description.
- **Organisational Skills:** Display a high level of organisational skills and a proven ability to manage priorities.
- **Administration Skills:** Display a high level of administration skills, and all decisions made are taken in the best interest of Volleyball WA.
- **Team Participation:** Be an active and enthusiastic member of the Volleyball WA staff team and the Volleyball WA wider community. 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. Be flexible in the hours to achieve successful completion of tasks.
- **Continuous Improvement:** Show a commitment and active contribution to finding more efficient and effective ways to service to the volleyball community in WA.