



## ***Competition Administrator Position Description***

### **The Role**

The Competition Administrator is responsible for creating suitable draws or schedules for Under 12 Spectacular, and ensuring the appropriate results, records and statistics are collected and/or published.

### **Key Accountabilities**

The Competition Administrator will:

- Design suitable draws and schedules in consultation with the Competitions and Events Committee and/or Tournament Convenor
- Work with Host Associations to ensure suitable volunteers are available for Under 12 Spectacular
- Publish relevant results
- Maintain records, results and statistics as needed
- Be primary point of contact for draw/scheduling/results issues arising during Under 12 Spectacular
- Support other RVP's to fulfil their duties (e.g. Competition Administrator)

### **Attributes**

The Competition Administrator will have:-

- A strong understanding of SV rules
- Experience in the preparation of draws/schedules for softball competitions/tournaments/events/activities
- Strong interpersonal communication skills

### **Summary**

<b>POSITION:</b>	Competition Administrator
<b>LOCATION:</b>	As required
<b>REPORTS TO:</b>	Executive Officer
<b>STAFF MANAGEMENT:</b>	Other Results Volunteers at Under 12 Spectacular