

Role Descriptor: Competition Coordinator

Status of role: Voluntary position



General Description

The competition coordinator will be formally appointed to the technical committee for a period of four years and may be subsequently appointed for further terms of office. Given the scale of the competition programme within women's artistic gymnastics (WAG), there is scope to have two competition organisers on the WAG technical committee.

The competition coordinator will, in conjunction with the events department, be responsible for the organisation, planning and delivery of domestic competitions on behalf of Scottish Gymnastics for a selected discipline.

Specific Duties and Responsibilities

The competition coordinator will provide valuable support and input into the following area:

Domestic Competitions

- Plan and deliver an annual calendar of competitions to meet the demands and growth of the discipline, in partnership with the Scottish Gymnastics events team
- Assist Scottish Gymnastics event team to source appropriate venues, equipment, etc. and ensure all competitions meet the required standards
- Prepare a competition programme for Scottish Gymnastics to circulate to all clubs entered at least 14 days prior to the competition date
- Work closely with the judging coordinator for the allocation of judges to domestic competitions ensuring a high standard of officiating at all events
- In partnership with the Scottish Gymnastics events team, complete and submit an event organisation matrix for each domestic event to ensure quality delivery
- Work with Scottish Gymnastics events team representatives from the planning stages through to event delivery
- Guide the booking of specific event requirements e.g. venue, equipment, catering, medals etc.
- Assist with competitions online to ensure they are ready for clubs to enter
- Produce and update any documents that may be required relating to competition rules, floorplans etc. and the annual competition handbook
- Distribute results for each competition to Scottish Gymnastics events team straight after the event for uploading onto the Scottish Gymnastics website
- Responsible for banking event income within one week of the event and sending all relevant information for tracking into Scottish Gymnastics.
- Attend all competitions for the discipline, floor managing/appointing appropriate floor manager to run the competition set up, breakdown and on the day

- Ensure the event is delivered appropriately within a safe environment adhering to Scottish Gymnastics safeguarding requirements and report any issues in a timely manner to the safeguarding team
- Answer queries from clubs via Scottish Gymnastics regarding competitions in a timely manor
- Assist events team with post competition review on enquiries and feedback for domestic events
- With support from the pathway coordinator identify gymnasts/coaches for regional/national finals and submit to the events team
- Prepare and submit any additional expenses and budgetary details

Desired Criteria for Competition Coordinator

- Good organisational, administration, planning and IT skills with the ability to prioritise workload to meet deadlines
- Sound technical knowledge and understanding of the discipline, including the competition structure
- Experience in organising and delivering events, ideally within gymnastics, or a sporting environment
- Respected within the discipline community
- Excellent interpersonal and communication skills and the ability to work and communicate with a diverse range of people, establishing and maintaining effective working relationships
- Highly developed customer services skills with tact and diplomacy
- Ability to work using own initiative within boundaries along with excellent decision-making skills
- Willingness to undertake a broad range of duties
- Experience working as part of a team

Key Relationships for Competition Coordinator

To be effective in the role, the following connections and relationships will be crucial to the successful development of the discipline for the position holder to build:

- Events manager and team
- Head of operations
- Clubs
- Other technical committee members
- Other discipline competition coordinators
- Key national and local partners e.g. local authorities/trusts
- Event contractors