

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 supporting the 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

- In partnership with the events officer, plan and deliver an annual calendar of competitions to meet the demands and growth of the discipline
- 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 officer and events administrator, complete for each event, the event specific proforma to ensure efficient planning and successful event delivery
- Meet as required with Scottish Gymnastics events officers from the planning stages through to event delivery
- Identify the key volunteer roles required for event delivery i.e., floor manager, identifying potential individuals to carry out the role(s)
- Act as the key technical person to answer technical queries relating to competitions that the team receive and respond in a timely manner
- Produce and update any documents that may be required relating to competition rules, floorplans etc. and the annual competition handbook
- Review results for each competition to Scottish Gymnastics events team straight after the event in preparation for uploading onto the Scottish Gymnastics website
- Attend competitions for the discipline, as agreed with the events team, to represent the technical committee or carry out a key volunteer role e.g., floor managing
- When attending events, liaise closely with the appointed event manager to 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
- 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 confirming to the event officer to complete the entry by the specified deadline

- If attending the event, and in the absence of Scottish Gymnastics events staff, manage and coordinate the volunteers on the day of the event, linking to the volunteer rota

Other duties

- Prepare an accurate report on event matters for each technical committee meeting
- Attend a minimum of two technical committee meetings each year
- Actively engage in communications with Scottish Gymnastics teams in connection with their role

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 and rules.
- 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:

- Lead Manager - events
- Event officer (discipline specific) + events administrator
- Head of operations
- Head of Sport
- Other technical committee members
- Event contractors
- Volunteers

Please note, candidates will only be considered if they are not currently under investigation / suspension from either British Gymnastics/ Scottish Gymnastics and/or are part of dual registration conversations within their club.