



Position Description – Competition Coordinator

Melbourne University Futsal Club

1. Position Title

Competition Coordinator

2. Objective

The organisation and management of a Club Competition

3. Responsibilities

- Develop a positive competition culture.
- Oversee Team Registrations liaising with players and team managers as appropriate.
- Oversee the process from competition formulation, promotion, prospective player and/or team interest through to introductory sessions, through to team registrations.
- Organise and communicate to Match Officials to oversee scheduled matches, ensuring they understand the competition rules.
- Facilitate team round robin and finals fixturing, match results, and statistic reporting, ensuring communication to players and team managers.
- Collaborate with Social Media roles for the strong promotion of Club Competitions.
- Facilitate and support the Club's Welcome sessions and connection of individuals without a team in order to encourage additional team entries.
- Ensuring fields are safe and fit to play on and follow Club Policy and Procedures (such as those for wet weather)
- Ensuring all equipment is accessible to people setting up fields of play.
- Ensuring that all match officials are identifiable, have a whistle, match sheets and equipment, and are aware of the field they will be on.
- Ensuring any ineligible players do not enter the field of play.
- Timing the matches and making sure all matches start and finish at the same time
- Arrange the setting up and packing up of all equipment after the matches are completed
- Oversee the Competition awards presentation at the conclusion of the competitions

4. Relationships

- Reports to the Competitions Director.
- Liaises with players, team managers and spectators to provide information
- Works with match officials for the effective delivery of matches, and facilitating upskilling opportunities with the Competition Director where appropriate.



5. Accountability

- The Competition Coordinator is responsible for the smooth delivery of the relevant competition from an operational perspective.
- They should ensure that all prospective players are aware of the competition opportunities in a timely manner.

6. Skill

6.1. Essential Skills

- Well-known and respected within the club.
- Sound organisational skills
- Basic understanding of Futsal Rules and Laws of the Game
- Great communication skills – both verbal and written.
- Well-developed interpersonal skills, including empathy and caring qualities.
- An ability to think on their feet, be proactive.
- Ability to prioritise tasks
- Passionate about the Club Competition and the Club

6.2. Desirable Skills

- Previous competition delivery experience
- Previous volunteering experience within the club