



<b>Position Title</b>	Competition and Tournament Manager
<b>Employer</b>	Northern Districts Cricket Association (NDCA)
<b>Full-time / Part-time</b>	Full Time, Permanent
<b>Date</b>	June 2020
<b>Reports to</b>	General Manager - Community
<b>Direct Reports</b>	Nil
<b>Key Internal Relationships</b>	GM Community, NDCA Development Manager – Waikato, NDCA Development Officers & Activators, Pathway Manager - Waikato
<b>Key External Relationships</b>	NZC Participation Team, NDCA wide Community & Pathway staff, District Association (DA) Boards and Affiliated clubs, local schools and colleges, local council, local Secondary Schools Sports Associations, local Region Sports Trusts, CricHQ
<b>Primary Objectives</b>	<ul style="list-style-type: none"> <li>• Lead and deliver the ‘NDCA &amp; DA Shared Services for Competition Management’ inclusive of all junior, youth, school and senior cricket competitions (competitive and social) and tournaments (community and pathway).</li> <li>• Lead and deliver the NDCA Tournaments (Community and Pathway)</li> <li>• Effective operation of NDCA CricHQ organizational profile</li> <li>• Ensure achievement of all Cricket Network Partnership Agreement KPI’s relative to competition and participant registration</li> <li>• Connect and grow the cricket community network through media stories and updated websites and social media.</li> <li>• Provide excellent customer service to stakeholders.</li> </ul>
<b>Location (office)</b>	Seddon Park, Hamilton
<b>Remuneration</b>	Dependent on Experience

#### Technical and Personal Competencies

(a) Mandatory

- Experience dealing with, and understanding of Local Council objectives for community sport
- Experience dealing with and understanding local council operating procedures for parks, including booking, ground maintenance and pitch preparation.
- Ability to influence stakeholders of all levels
- Intermediate to Advanced Microsoft Office skills
- Excellent presentation and written communication skills

(b) Highly desirable

- Experience administering competitions for a large sporting association (3-5yrs minimum), utilising an Online Management System
- Strong Business and Financial acumen
- Understanding/experience of Cricket Club environment through being a player, administrator or volunteer
- Experience with CricHQ as an association or club administrator
- Web content development and a flair for design and sharing stories, news and events
- Social media management skills, including content preparation and page management.

#### Key Responsibilities and Accountabilities

1. Competition Management (Waikato centred)

- Develop and deliver (including all associated logistics) competitions in alignment to the Hamilton (HCA) and Waikato Valley (WVCA) Cricket Associations strategy and annual operations as part of the NDCA and District Association shared services initiative.
- Central conduit between NDCA/DA and clubs and schools within region for all competition matters
- Manage Umpire appointments including liaising with DA Umpire Appointments Officers.
- Manage all competition sanctioning with appropriate authorities
- Manage the achievement of all NZC CNPI competition, official and participation database KPI’s

- Lead competition entry process and formulation of fixtures/draw on CricHQ (competition management tool) across Junior, Youth and Senior grades within both HCA and WVCA.
  - Lead and deliver a match day communication strategy across the region.
  - Draw maintenance, including monitoring results and disputes
  - Competition rule administration, communication and adherence
  - Coordination of Judiciary Panel(s) (Code of Conduct)
  - Organise forums/workshops as required to educate, inform, support and resource Clubs/schools (in conjunction with local Development Managers)
  - Lead any seasonal (pre, mid, post) competition meetings.
  - Lead all stakeholder communication in relation to competition.
2. Tournament Management (NDCA region-wide)
- Manage and deliver (including all associated logistics) all NDCA Senior and Underage Pathway and Representative Tournaments in alignment to the NDCA annual operations
  - Manage and deliver (including all associated logistics) all NDCA Regional School Qualifier tournaments in alignment to the NDCA annual operations.
  - Manage Umpire appointments across all competitions and tournaments
  - Manage all tournament and competition sanctioning with appropriate authorities
  - Lead formulation of fixtures/draw on CricHQ (competition management tool) inclusive of draw maintenance, monitoring results and disputes
  - Competition rule administration, communication and adherence
3. Council & Facilities
- Liaise with Councils to secure priority access as required
  - Book all grounds for general competition, programmes and games
  - Manage and audit ground maintenance and upgrades
  - Maintain a registry of grounds and maintenance records
4. Systems & Processes
- Lead operation and manage CricHQ competition administration and live scoring
  - Manage the player database system and ensure competition data is inputted and updated daily.
  - Education support and implementation of CricHQ Online Registration Process (Clubs and schools)
  - Education and support of CricHQ live scoring and system usage for clubs and schools
  - Create/seek and maintain website and social media content on regular basis
5. Events
- Liaise with DA's to organise individual Annual Presentation ceremonies and awards
6. Communication
- Lead website and social media platforms, including information and regular updates
7. Financial
- Administration of 'competition registration' fees from clubs, teams and schools
8. Other
- Work with NDCA development team to develop and grow cricket
  - Work with NDCA Pathway team to promote great tournament experiences
  - Other reasonable duties as and when required