

Tournament Manager

Touch New Zealand

REPORTS TO: General Manager Sport Operations

Key Relationships:

- Touch NZ GM Sport Operations
- Touch NZ Partnership & Projects Manager
- Touch NZ Provincial Associations
- Premier Touch League Licensees
- Territorial authorities
- Commercial sponsors and partners for tournaments
- Service providers and contractors for tournaments
- Touch NZ Game Development Panel

DATE CREATED August 2019

PURPOSE OF THE ROLE - (Summarise the main purpose of the role)

- To provide quality delivery of Touch NZ tournaments
- To provide a quality tournament experience to the Touch NZ membership
- To provide quality support for the tournament sector to the Game Development Panel
- To manage the transfer and draft systems and tournament and eligibility policies for Touch NZ

KEY ACCOUNTABILITIES

Key accountabilities:

Tournaments

1. Tournament Manager for all Touch NZ tournaments including but not limited to the Secondary Schools Nationals, the Junior Nationals, the Youth/Open/Masters Nationals, the Premier Touch League, National Indigenous tournaments, and the Junior Tournament structure
2. Tournament Manager for all international tournaments run in New Zealand, including but not limited to Trans Tasman Test Series and World Cup tournaments
3. Tournament Manager for all other tournaments that Touch NZ undertakes to manage and implement
4. Support staff member for tournaments to the Game Development Panel
5. Coordinate eligibility process and administer all eligibility policy related to Touch NZ and international tournaments
6. Manage the transfer and draft systems and policies for Touch NZ
7. Manage and administer all tournament policies on behalf of Touch NZ
8. Develop the annual tournament sector budgets for approval by the GM Sport Operations
9. Provide direct assistance and support as requested in the preparation of funding applications related to Tournaments, with specific emphasis on sourcing appropriate tournament funding quotes
10. Actively support the Touch NZ Project & Partnerships Manager in the marketing and promotion of Touch NZ National Tournaments and events
11. Actively support the coaching, referee, Respect & Inclusion, and Pathways & HP sectors in the effective implementation of their sector requirements at Touch NZ tournaments
12. Provide direct support in the implementation of the on-line tournament registration process
13. Manage all aspects of the draws and results packages and requirements for all tournaments
14. On site Tournament Director (Manager) for all tournaments run by Touch NZ
15. Manage and support all contractors, volunteers, and staff in the implementation of all tournaments
16. Source and contract all service providers and contractors as required for Touch NZ tournaments
17. Where directed provide support and assistance to Touch NZ Provincial Associations in the management and implementation of tournaments
18. Initiate, implement, and manage pre and post tournament meetings to ensure appropriate planning, coordination, and quality control for all tournaments
19. Implement and manage a full review and survey process including a full written report to the GM Sport Operations after each tournament. To include follow up process on all incident reports submitted at tournaments with resolution process implemented
20. Annual review process of all tournament sector policies and processes with written recommendations to the GM Sport Operations no later than end of the month of June annually

General

21. Report risk issues to the GM Sport Operations and provide assistance in resolving risk where identified
22. Provide support and assistance to all other Touch NZ staff in the delivery of their areas of responsibility
23. Any other tournament and/or support services responsibilities as agreed with the Chief Executive in advance

Management Team

1. Support the implementation of the organisations strategic objectives
2. Manage and achieve specific objectives of the organisations annual plan
3. Provide collective leadership for Touch NZ
4. Positively represent the values of Touch NZ to internal and external stakeholders
5. Actively and positively engage in the organisations Performance Culture System

KEY PERFORMANCE INDICATORS

KPI's are to be developed on an annual basis by negotiation between the GM Sport Operations and the position holder. Reporting of the position holders achievement against KPI's is to be from the position holder direct to the GM Sport Operations

CORE CAPABILITIES

Professionalism: an outstanding ethical and values-orientated approach to work, excellent presentation and a commitment to completing all work to the highest standard.

Leadership: ability to interact with people from a variety of backgrounds; make decisions independently and as part of a team; work collaboratively with staff; initiative to work independently; a demonstrated ability to ensure compliance with business decisions and ability to manage and resolve conflict situations.

Communication: ability to communicate effectively and accurately with board members, staff and stakeholders; ability to simplify communicate complex information; excellent customer service skills; ability to produce high quality reports.

Relationship Management: ability to initiate, develop and enhance relationships with key internal and external stakeholders

Organisation and Planning: Excellent attention to detail; excellent administration and record-keeping skills; high level of organisational skills; ability to plan and achieve objectives.

Personal Attributes: enthusiasm; integrity, honesty, a commitment to excellence, high levels of motivation and initiative, personal commitment to continuous learning and development.

Delegations of Authority

Capital Expenditure	N/A
Operational Expenditure	As set in the approved annual budgets
Authorisation to Hire	Contractors and service providers on approval by the GM Sport Operations
Authorised to sign Contracts	Contractors and service providers on approval by the GM Sport Operations

Responsible For:

No. of Staff	0
Budget	As approved in the annual budget and planning process
Revenue	As approved in the annual budget and planning process
Gross Margin	N/A
EBIT	N/A

DECISION MAKING

Is the job holder required to allocate staff or implement budgets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
What types of decisions are implemented?				
<input type="checkbox"/> Strictly Routine	<input type="checkbox"/> Semi Routine	<input type="checkbox"/> Routine	<input checked="" type="checkbox"/> Varied	<input type="checkbox"/> Difficult
What is the frequency of decision making?				
<input type="checkbox"/> Few decisions, no great pressure.	<input type="checkbox"/> Frequent similar decisions, normal pressure.	<input checked="" type="checkbox"/> Frequent decisions, under variable but definite pressure peaks.	<input type="checkbox"/> Numerous and varied decisions taken under pressure/strict deadlines	