



## Position Description

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### Position Summary

Position	Competitions & Facilities Manager
Reports to	General Manager
Remuneration	See letter of offer
Hours	Full-time
Employment type	Contract – 12 Months
Location	State Hockey Centre - Gepps Cross or as requested

### About Hockey SA

Hockey SA is the peak body representing the game of hockey in South Australia. Hockey SA is made up from metropolitan and regional associations and represents almost 7000 members. Hockey SA members range from the age of 5 – 75 with strong representation across age, gender and all abilities.

**Vision** – Hockey – the game for everyone.

**Purpose** – the act on behalf of and in the interests of the members and hockey in South Australia. To grow and progress the sport of hockey through excellence on and off the field.

### Hockey SA Values:

Good sportsmanship - Fair, honest & ethical

Leadership – Delivering the vision and demonstrating the Hockey SA values

Excellence & Innovation – Challenging what we have always done historically to develop our game

Inclusion – Involving family & community for people of all backgrounds and abilities

Financial responsibility – Ensuring sustainability

Integrity – Open & transparent

Contributors – Valuing contributions from our grassroots member, supporters and volunteers

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### Position Purpose

The Competitions and Facilities Coordinator will be responsible for managing the daily operations of the State Hockey Centre plus coordinating and administering Hockey SA competitions and events.

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### Position Responsibilities

The overall aim of this position will be through two key areas:

- State Hockey Centre - Coordinate the delivery of activities including facility bookings, maintenance requirements, management of grounds and cleaning staff
- Coordinating and administering the delivery of competitions and events operated by Hockey SA including development and programming of fixtures, general oversight and adherence to rules, results, permit requests and disputes resolution

- The role will require the incumbent to ensure that processes and structures are in place to deliver a consistent and timely service to all stakeholders of Hockey SA, the ability to deliver on a range of responsibilities simultaneously is essential

#### **State Hockey Centre**

- Coordinate all bookings including pitch hire, venue hire, internal meetings, events and activities.
- Coordinate all security requirements including the issue of access codes and be responsible for ensuring after hours contacts are in place
- Coordinate the issuing and return of keys and maintain an accurate key register
- Liaise with State Government (DPTI) and coordinate the on-site aspects of the State Hockey Centre preventative maintenance schedule and report as required
- Coordinate State Hockey Centre breakdown and repair maintenance as required
- Prepare and review on a regular basis a grounds and facilities cleaning program including items facilitated by both staff and outside contractors
- Roster, coordinate and supervise all grounds and cleaning staff ensuring that rosters are developed in both a timely and cost-efficient manner
- Ensure all facilities and grounds are presented suitably and ensure that staff are aware of the standards required
- Arrange purchase of supplies as applicable

#### **Hockey SA competitions**

- In accordance with agreed timelines, prepare, manage and distribute fixtures for all Hockey SA competitions and events
- Database management including maintenance, upgrades and training
- Control eligibility and administer obligations by timely application of practical, sensible and equitable competition rules and by laws
- In accordance with the rules coordinate all competition related investigations/comments/queries and monitor consistency of judicial system
- Ensure the inspection of all metropolitan hockey grounds in advance of the commencement of the winter season and maintain general oversight of those grounds during the season
- Coordinate competition results via the Sports TG online system and provide results as required for media release, administer fines for late entry of results as required
- Hold a liaison role for Hockey SA with the Metropolitan Competitions Committee and attend meetings
- Investigate eligibility requests, permits and disputes arising from the competitions and liaise as appropriate with the Operations Manager and/or Chair of the Metropolitan Competition Committee
- Other competition related matters as directed by the Operations Manager

#### **Personnel and financial coordination**

- Develop annual department budgets and reforecast as required
- Regularly review and report as required on actual vs budget variances
- Identify potential funding opportunities and/or cost savings and assist the General Manager and or CEO to make applications for funding
- Maintain appropriate financial records related to the responsibilities of the role
- Ensure compliance with the Association's accounting procedures and requirements
- Identify casual staff (paid staff and unpaid volunteers) for roles within Hockey SA - supervise, monitor, evaluate and coordinate performance as required

- Together with the General Manager, ensure compliance by volunteer and paid staff with all personnel related policies and procedures including Child Safe responsibilities and Play by the Rules accreditation

### General

- Represent Hockey SA at forums and meetings as required within the general hockey and sporting community
- Contribute to the development and maintenance of Association policies and procedures
- Comply with Association policies and procedures
- Maintain a database of contacts to assist in the delivery of the role and the organisation
- Undertake other duties as directed by the Operations Manager from time-to-time

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## Qualifications, Skills & Experience

### Essential

- Appropriate computing skills including Word, Excel, email and internet
- Exposure to the maintenance of database records
- Knowledge of appropriate competition software packages
- Experience in all facets of staff coordination
- Sound financial and budgeting ability
- Well-developed communication skills including a higher level of report writing
- Effective interpersonal skills (including ability to influence) with all levels and ages of hockey participants, volunteers and administrators
- A strong work ethic with a demonstrated preparedness to work to achieve the goals of Hockey SA
- Ability to work with others within a team approach
- The ability to deliver on a range of responsibilities simultaneously

### Desirable

- Tertiary qualifications and/or relevant experience in the field of Sports Administration or Business Coordination
- Experience contributing to strategic planning processes, ideally within a member-based organisation
- Knowledge of the sport of hockey particularly in SA

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## Personal Attributes

- Ability to work autonomously
- Willing to work as part of a small team, sharing information and skills
- Service-orientated
- Proactive and energetic
- Hands-on approach with the drive to get the job done
- High level of attention to detail

This job description is meant to show the main features of the job and is not intended to exclude other duties which are related to the work which may arise from time to time and be expected of this employee. Due to the nature of the Sporting Industry, out of business hours work will be required from time-to-time.