



SOUTH BUCKINGHAMSHIRE NETBALL ASSOCIATION **TOURNAMENT ORGANISER** **Role Description**

ROLE SUMMARY:

To lead supporting and delivering the strategic vision for Tournaments and Competitions in the South Buckinghamshire Netball Association (SBNA)

ESTIMATED HOURS:

3-4 hours per week plus regional and national meetings when required

KEY TASKS:

- Fulfil the responsibilities outlined in this role description and adhere to the EN Code of Conduct of the Regional Management Board
- Provide strategic input to County Plans
- Recommend action on competition matters of the SBNA
- Respond to county competition queries in relation to Technical Support Group (TSG) led events and initiatives
- Work with Treasurer to agree Tournament and Competition budget
- **Chair the Competitions (TSG) and lead the group to ensure they:**
 - Monitor and deliver the competition section of the county plan
 - Work with England Netball and South Region staff to communicate relevant competition information throughout the county
 - Communicate regional and county competition related information with England Netball via the County Chair
 - Work with county member clubs to promote and market county and regional competitions and events,
 - Coordinate expenses incurred relating to county competition matters.
 - Undertake an annual review of competition rules and procedures
- Provide first approval of Competition expense claims before passing to County Treasurer for second approval and payment
- Reconcile expenses incurred against budget, highlighting to County Treasurer and SBNA Committee forecasted overspend
- To work on ad hoc projects delegated by the SBNA
- Be an advocate for netball

KNOWLEDGE & SKILLS:

- Strong interpersonal and communication skills
- Strong leadership and delegation skills
- Excellent planning, organisational and facilitation skills
- Good organisation and able to work to a deadline



- Presentation skills
- Confident user of technology
- Ability to manage a group of volunteers from a variety of backgrounds
- Officiating and mentoring experience
- Ability to build and maintain effective networks
- Flexibility and willingness to take on responsibility
- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy
- A current member of England Netball, Netball South and South Buckinghamshire Netball Association.