



EXPRESSION OF INTEREST FOR COMPETITION MANAGER 2009

General

To coordinate, organise, manage and deliver Victorian fencing competitions. The successful applicant will be responsible for:

- coordinating competition personnel including referees and club volunteers;
- managing the competition venue to ensure that it is safe and appropriately equipped; and
- efficiently conducting competitions in accordance with FIE and Fencing Victoria rules and procedures.

Pre-Competition

The Competition Manager (CM) will need to liaise with the FV Referee Coordinator to ensure the appropriate number of referees are engaged for each event, and with club officials to ensure that sufficient, trained club volunteers will attend to take entries and to help provide tea and coffee for parents and spectators and to assist FV Board members liaising with first time athletes and parents.

The CM will need to organise electronic competition files in *EnGarde* and transfer online entries from *SportzWare* in the days preceding the event, to ensure maximum efficiency on the day of the event. The CM will also check that all CM equipment (computer, printer, cables etc) is fully functional and remedy any faults or seek assistance or replacement before the competition day.

Competition Day

The CM will open the competition venue at least 45 minutes before the first advertised roll call and check that the venue is ready for competition. She or he will set up the CM equipment and check for any online entries that have not yet been transferred to *EnGarde*.

Thirty minutes before the first roll call the CM will brief referees and club volunteers about special expectations for specific events, equipment faults of which to be aware and other relevant matters. She or he should direct one of the club volunteers to take late entries and one to welcome first time or inexperienced parents and athletes and explain competition format and procedure to them.

Entries should be collected and finalised ten minutes before roll call and entered electronically. All athletes, coaches, parents, officials, spectators and guests must then be called to a marshalling area and officially welcomed and thanked, the event opened and explained briefly and the first event roll call taken. Any special notices and warnings should be explained to athletes and coaches at this time (officials having already been briefed).

Once any changes to the list of fencers present are made, entry and poule lists should be posted and referees directed to begin the poule round. The above process will be repeated for each successive event of the day,

so that all people attending are welcomed, informed and aware of what will happen in the fencing tournament, why and dangers of which to be aware.

At the conclusion of each event referees will be directed to create a suitable pause for medal presentations. This should be announced by the CM and all competition participants must be encouraged to attend. Medals will be "presented" by special guests, committee members, champion athletes or officials as appropriate. Matches will be recommenced once the medal ceremony is concluded. Depending on numbers in attendance, and for state championships, semi-finalists should be presented before their matches. At the final medal ceremony for each competition day, parents and supporters should be thanked as well as athletes, coaches and officials.

Post Competition

Electronic results for each match need to be forwarded to the results officer (Geoff Webber at time of writing) and hard copies collated and retained for future reference (18 months). The venue must be secured, lights turned off, and notes of any incident drawn up and forwarded to the FV committee for consideration and action. This could include any credible complaint, whether resolved on the day or otherwise. It could also include injuries other than purely athletic injuries, equipment failure, inadequate or poor performance by competition personnel (club volunteers or referees), significant sanctions issued, highly efficient events or days, particularly effective policy implementation or any other relevant contingency or occurrence.

Money taken from late entries and other sales needs to be reconciled against entry lists and banked or given to a committee member.

Finally, any equipment needing to be transferred to another member of the competition management team should be delivered to them on the event day if possible to allow them to prepare the next competition efficiently.