

Position Description TOURNAMENT COMMITTEE, AUSTRALIAN TAEKWONDO QUEENSLAND.

Reporting to: ATQ Tournament Committee Director.

Salary: This is a voluntary position. There will be no payment for service however direct costs that are incurred may be payable with prior approval of the board.

Hours: The position is expected to undertake as many hours as necessary to fulfil the requirements of the role. Hours are flexible and will vary through the year depending on the activities and events for ATQ tournaments.

Term of Contract: Until February 28, 2022

Location: Various. The position will not be required to operate from a specific location but will be required to attend activities and events.

Purpose of the position

This person is responsible as a team member for managing the Tournament program for ATQ. The person will be a member of the ATQ tournament committee which is responsible for liaising and co-ordinating the event with the Kyrougi and Poomsae Chairpersons. The person will be dedicated to serving in the best interests of Taekwondo in Queensland through recommending measures to the Board which ensure continued development and success of tournaments.

**Responsibilities and Duties**

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| **Detailed responsibilities** | The committee member has the responsibility for forming recommendations as a part of the committee to the Board and assisting in the management of the ATQ tournament program in the following areas:   * Consult broadly within the Taekwondo community to understand their priorities in relation to the State Tournament Program. * Develop, maintain and continually improve a Tournament Management Operation Plan that can be transferred between future tournament managers. * Provide link and input to the National Championships and other state level tournaments for consistency between programs. * Provide advice on initiatives aimed at improving tournament management in Queensland. * Provide logistics for all tournaments sanctioned by ATQ including but not limited to venues, equipment, resources, volunteers, medals and refreshments * Work with coaches and key clubs to develop strategies to promote meaningful participation at tournaments. * Work with referees and judges aimed at improving tournament practices in Queensland * Assist in development of draft selection policies for athletes and coaches and other personal for the Board’s approval. * Produce individual role and responsibility documents for key operational positions within the Tournament Delivery Program. * In consultation with the coaching community, athletes, referees, judges and key interested clubs, undertake a review of the Tournament Delivery Program annually – identifying strengths, issues and opportunities for improvement to the Program. |
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**Qualifications**

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| **Essential**   * Working with Children Blue Card * First Aid Training and CPR * Be a member of ATQ. * Be able to work in a team | **Desirable but not essential**   * Event management skills. * Supervision/management experience. |
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**Knowledge and Skills**

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| **Essential** |  |
| * Be able to communicate effectively with other managers, volunteers and board members * Be able to plan organise and deliver programs * Manage committees and people effectively * Have a good knowledge of taekwondo tournament delivery. |  |

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Relationships

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| **With** | **Purpose** |
| 1. ATQ Board | A collaborative and supportive approach. Assist wherever and whenever possible |
| 1. Tournament Committee |  |
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TOURNAMENT DIRECTOR

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance review period: 12 monthly.

Reviewed by: ATQ Board

Next review date:28 February 2021