



QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION

Job Title:	Venue Organiser – Premier & City Touch	Organisation:	Queensland Touch Football
Location:	Qld Touch Football Office, 83 Castlemaine Street Milton QLD	Position Type:	Casual
Remuneration:	Hourly Rate	Date:	10 March 2022
Reports to:	Competition Manager	Direct reports:	Nil
Internal Stakeholders:	Competition Manager PCT Business Development PCT Venue Organisers PCT Chief Executive Officer Business and Finance Manager QTF Staff	External Stakeholders:	Referees Players Team Managers Venues Lease Holders Venue Organisers (VO's)

ORGANISATION OVERVIEW

Queensland Touch Football (QTF) is a member organisation of Touch Football Australia (TFA) and forms part of the strategic alliance with the National Rugby League. The sport is one of Queensland's most popular participation sports, with over 7500 teams participating annually in affiliated and commercial competitions.

QTF governs six regions and 72 affiliated associations across the state and is responsible for the leadership and management of competitions, representative pathways, events, development and participation. The organisation has a vision to **Unite, Inspire** and **Grow** and within four key pillars are strategies to increase profile, grow participation, support our people and achieve success in high performance.

Premier and City Touch Football (PCT) our commercial football competitions are held Monday – Thursday at multiple venues across Brisbane. We are one of the largest touch football competitions with competitive and social divisions across Mixed, Men's & Women's divisions.

POSITION OVERVIEW

The Venue Organiser will be responsible for management of the nightly competition at the venue. Reporting venue conditions, complaints, injuries & issues to office staff. The Venue Organiser will also focus on the growth of the venue and retention and recruitment of teams.

PRIMARY PURPOSE OF POSITION

The primary purpose of the Venue Organiser -

- **Recruitment and retention** of teams and players seasonally.
- **Organisation** of nightly competitions



KEY RESPONSIBILITIES

General Responsibilities (include but are not limited to)

Prior to Competition Night:

- Schedule referees and confirm game coverage with the office by 9am of game day.
- Prepare referee score cards with all information completed.

Competition Nights:

- Opening Venue and correct set up the venue and fields. Walk fields to search for hazards
- Welcome players and referees. Remind all players to sign on.
- Answer questions, resolve complaints, process enquires at the venue.
- Keep Kit Bag stocked. Communicate with office when requiring top ups
- Promote uniform standards with players and referees.
- Collect and keep referee cards and sign on cards for the entire season.
- Close Venue, ensuring Premier/City Touch have left the venue clean and tidy.
- Other duties as requested from time to time by the competition manager
- Assist PCT social media by providing photos/videos

Post Competition Nights

- Report if teams are not in uniform by round 4.
- Report enquiries and issues to the office and advise teams next week of solutions.
- Entering Match Scores
- Reporting injuries to the office within 24 hours with player name, team name, player number and details of the injury.
- Enter results and played game referee appointments online within 24 hours of the games.

KEY SELECTION CRITERIA

Essential: The successful candidate should possess, or be willing to work towards:

- Must hold a current Drivers Licence
- Lead generation/sales within the sporting industry
- Venue management experience
- Experience in social media

Desirable: The successful candidate should possess these desirable abilities and expertise.

- Touch Football refereeing experience
- Excellent communication skills supported by strong interpersonal skills.