



POSITION DESCRIPTION

Tournament Officer

Status	Part Time
Department:	Events
Location:	Melbourne Ballpark, Altona Meadows
Reports to:	Operations and Events Officer
Direct Reports:	
Budget Responsibility:	Yes
About Baseball Victoria	<p>Baseball Victoria is the recognised peak body for the sport of baseball in the Australian state of Victoria. Baseball Victoria is responsible for leading the state-wide delivery of baseball through its affiliated associations and leagues.</p> <p>Baseball Victoria is a membership-based sporting organisation that will provide every Victorian with the opportunity to participate in baseball.</p> <p>Baseball Victoria is a not-for-profit, member-based organisation which is governed by a volunteer board of directors.</p>

Primary Purpose of Position

The Tournament Officer is primarily responsible for overseeing and managing all the tasks required to operate BV organised tournaments (excluding the Victorian Summer Baseball League).

Key Responsibilities

Accountabilities	Overview of Tasks
<p>Little League State Championships and State Winter Championships</p>	<ul style="list-style-type: none"> • Venue management and administration • Coordination of tournament team entries • Player and officials' eligibility • Fixturing of tournaments • Administration of TeamApp and GameChanger • Coordinate and order medals • Update rules and ensure all tournament rules are adhered to • Organise and assist with stakeholder meetings • First aid organisation • Uniform coordination • Communication with officials • Post-event survey
<p>Officials</p>	<ul style="list-style-type: none"> • Train and develop volunteer technical officials

Key Relationships	
Internally	Externally
<ul style="list-style-type: none"> • CEO • Operations and Events officer • Administration • Communications & Digital Media Officer • Financial Controller • Umpire & Scorer Officers • Little League District Administrator 	<ul style="list-style-type: none"> • BV Associations, Charters, and Clubs

Qualification and Experience
<ul style="list-style-type: none"> • Relevant tertiary qualification or suitable work experience • Experience in using: <ul style="list-style-type: none"> ○ SportsTG, or similar competition management system ○ TeamApp ○ GameChanger • Current drivers license • Working With Children Check

Knowledge and Skills
<ul style="list-style-type: none"> • Excellent organisation skills and ability to manage and prioritise tasks • Demonstrated capacity in the use of technology, including database management and websites • Well-developed planning and program management skills • Ability to resolve conflicts • Knowledge of sporting culture and issues faced by sporting organisations at community level is an advantage • An understanding of the volunteer workforce and an ability to work within the constraints caused by the nature of that workforce is an advantage • Self-motivated with the ability to work independently • Relationship building and stakeholder management skills • Available to work weekends

The role will be offered on an initial 3-month contractual period from May to July 2023, extending to six months in 2024.

Remuneration will be discussed with preferred candidates.