



Contractor Position

SERVICES DESCRIPTION

- TITLE:** *Tournament Facilitator*
- REPORTS TO:** WAKF Sports Pathway & Administration Coordinator
- LOCATION:** As a contracted position, the contractor will work remotely and attend locations when delivering events on behalf of the WA Karate Federation.

PURPOSE OF THE ROLE

Assist the Western Australian Karate Federation (WAKF) with the delivery of the WAKF Strategic Plan outcomes and actions as outlined in the operational plan by:

The position's key purpose will be.

- To facilitate and coordinate aspects of karate tournaments efficiently and effectively.
- To ensure the smooth execution of events, from pre-event preparations to post-event tasks.
- The primary focus is on delivering a well-coordinated and safe experience for participants, staff, volunteers, and attendees.

KEY SERVICES

Execution of WAKF and WAKL Events – Prior to the Event

- Download the event entries from the WAKF software program and reconcile entries with the Sports Pathway Coordinator.
- Liaise with the clubs that athletes that have entered the event and confirm that the athletes are in the correct divisions and the names are correct.
- Generate and manage the
 - Event Draws and Schedule
 - Volunteer Roster



- Facilitate event communication to the Event Committee, members, participants, staff, and volunteers with:
 - Schedules
 - Draws
 - Volunteer Roster
- Prior to the event, liaise with the Events Committee and the club hosting the event on set up and pack up.
- Follow the WAKF event checklists and processes.

Event Support – At the event.

- Ensure the smooth running of the event and ensure the event risk strategy & Working with Children Check process is followed.
- Update the schedule and draw as required on the event day.
- Ensure the WAKF /DLGSC signage is on display.
- Follow the WAKF event checklists and processes.
- Oversee the setup of the event on the day prior to the event and pack up the day of the event.

Post Event

- Handle post-event tasks efficiently and thoroughly.
- Complete a feedback report for the SPC to distribute to relevant people; Includes.
 - General feedback
 - Event preparation
 - Event processes
 - Incidents & Injuries
 - Number of medals used.
 - Number of event volunteers, coaches and refereesThis will assist with to assist with improved efficiency and effectiveness.
- Timely delivery of event results to the community.



General

When providing a service as a contractor for the WAKF, the following conditions apply.

- Must comply with all WAKF policies and procedures.
- Implement the WAKF policies and procedures.
- Ensure WAKF events are consistently presented in a strong positive image to the public and relevant stakeholders.
- Reports to the WAKF Sport Pathway and Administration Coordinator.

Remuneration

- \$400 plus GST per tournament

General Note

The list of services herein is not intended be all-inclusive and may include additional services as required and assigned. It may become necessary to modify/change the Services from time to time.

APPLICATION PROCESS

1. The WAKF will advertise the position though e- news, website and social media.
2. The applications will apply via an online form.
3. The Sports Pathway Coordinator will circulate the applicates to the HR Committee who will review the applications (and interview if required) and select the most appropriate candidate for the role. This can be completed via email or via a face-to-face or online meeting.
4. The Sports Pathway Coordinator will then notify the successful applicant and provide the written contract to the successful candidate. The contract will need to be signed before commencing in the role.
5. The successful applicant commences in the role.

HR SELECTION COMMITTEE

- Board Representative
- Sports Pathway Coordinator
- Two representatives of the Events Committee.

