

## ***Assistant Competition Co-ordinator***

*To support the Competition Co-ordinator and attend to the following tasks:*

<b>Competition</b>	<p>Prior to event</p> <ul style="list-style-type: none"><li>• Coordinate and check competition entries</li><li>• Answer questions from coaches re event schedules</li><li>• Coordinate competition draw and distribute to the community</li><li>• Coordinate certificates, medals, trophies</li><li>• Coordinate Volunteers</li></ul> <p>At events</p> <ul style="list-style-type: none"><li>• Set up tables with judging equipment</li><li>• Coordinate set up of equipment</li><li>• Coordinate event schedule, smooth running and marshalling of gymnasts</li><li>• Check sound system</li><li>• Check availability of medical services</li><li>• Coordinate medal presentations</li><li>• Coordinate Volunteers</li></ul> <p>After events</p> <ul style="list-style-type: none"><li>• Ensure, within 7 days, results are Emailed to GNSW &amp; GA offices</li></ul>
<b>Representation</b>	<ul style="list-style-type: none"><li>• Attend competition committee meetings as required</li><li>• Represent the interests of Trampoline Sports in plans for the annual calendar, venues and competition schedule where the event covers many disciplines</li><li>• Investigate venues for competitions</li></ul>
<b>Information</b>	<ul style="list-style-type: none"><li>• Provide accurate information to clubs about entry requirements</li><li>• Encourage volunteers to work for event management needs in marshalling, runners, music, set-up and pull down, etc</li><li>• Advise office of competition needs e.g. medals, equipment</li><li>• Coordinate catering needs for officials at GNSW competitions</li></ul>
<b>Planning</b>	<ul style="list-style-type: none"><li>• Attend SMC meetings</li><li>• Work with the SMC to prepare an annual budget</li><li>• Provide relevant information for the GNSW bulletin</li><li>• Answer inquiries from members of the community on questions specific to the role statement</li></ul>