



The Otago Hockey Competitions Manager is responsible for managing and overseeing all aspects of hockey competitions in the Otago region. This role ensures the smooth operation, growth, and quality of hockey events, fostering a positive and competitive environment for players, coaches, officials, and spectators.

Key Responsibilities:

1. Competition Planning and Scheduling

- Develop and implement annual competition calendars, handbooks and schedules, including club, school, junior and development events.
- Coordinate with local clubs, schools, and other stakeholders to ensure alignment of schedules.
- Manage facility bookings, ensuring appropriate venues for all games and trainings.

2. Competition Management

- Oversee the setup, running, and administration of all competitions, including junior, senior, and representative levels.
- In conjunction with Hockey NZ, lead the Tournaments that are being hosted by Otago Hockey.
- Ensure all competitions are conducted according to Otago Hockey rules and policies, including health and safety protocols.
- Provide operational support to officials, appointments to games and support officials development and reward programmes.

3. Stakeholder Engagement

- Act as a liaison between Otago Hockey, clubs, schools, players, coaches, and officials.
- Address and resolve issues, concerns, or feedback from stakeholders.
- Promote and encourage participation in hockey across the region through engagement with community organisations.

4. Administrative Duties

- Assist with oversight of competition-related budgets, including cost tracking and financial reporting.

- Oversee registrations and administration of the Play HQ system including individual and team registrations.
- Support role for all PlayHQ queries from clubs, schools and individuals.
- Ensure accurate and timely record-keeping, reporting on competition results, standings, and statistics.
- Complete Hockey NZ annual reporting for competitions.

5. **Development and Improvement of Competitions**

- Review competition feedback and data to make improvements in structure, format, and delivery.
- Identify opportunities to enhance the quality of competitions, improving the experience for all participants.
- Work closely with Otago Hockey's Community and Pathway staff to support pathways for players, coaches and officials.

6. **Promotion and Marketing**

- Collaborate with other staff to promote competitions and other Otago Hockey activity through digital media, newsletters, direct communications etc.

Qualifications and Skills:

- **Experience:** Previous experience in community sport or event coordination.
- **Communication:** Excellent written, verbal and digital communication skills, able to engage effectively with a variety of stakeholders.
- **Organization:** Strong organisational and time-management skills, with the ability to handle multiple tasks and deadlines.
- **Leadership:** Experience in managing, volunteers, and officials; able to lead and motivate people effectively.
- **Knowledge:** A good understanding of competition formats, and the regional sporting landscape.

Reporting and Collaboration:

The Competitions Manager is a key role within our Community team, reporting to our Community Hockey Lead. We are a small team, and this is a role that will need to have good relationships and collaborate with all staff.