WTC Role Description – Competition Organiser (Floor Manager)

All committee members act on behalf of and are answerable to the Yorkshire Women's Technical Committee (YWTC) on committee matters and activities.

All committee members have a responsibility to report back to the YWTC on any activities conducted in the name of Yorkshire Women's Artistic Gymnastics.

All committee members are representatives of the committee and should conduct themselves at all times in line with the YWTC Terms of Reference, the Yorkshire Gymnastics Code of Conduct and British Gymnastics procedures and codes of conducts.

All committee members should consider themselves as representatives and ambassadors of the sport and the region, conducting themselves with this in mind at all times.

Role Summary

The role of the Competition Organiser is to organise the delivery of competitions on behalf of the YWTC in line with the requirements of the YWTC. To support the Competition Co-ordinator in their role.

The Competition Organiser's role is to provide a guardianship approach to the professional running of the YWTC competitions, communication and feedback to allow for harmonious and progressive development of the region.

Specific duties include but are not limited to:

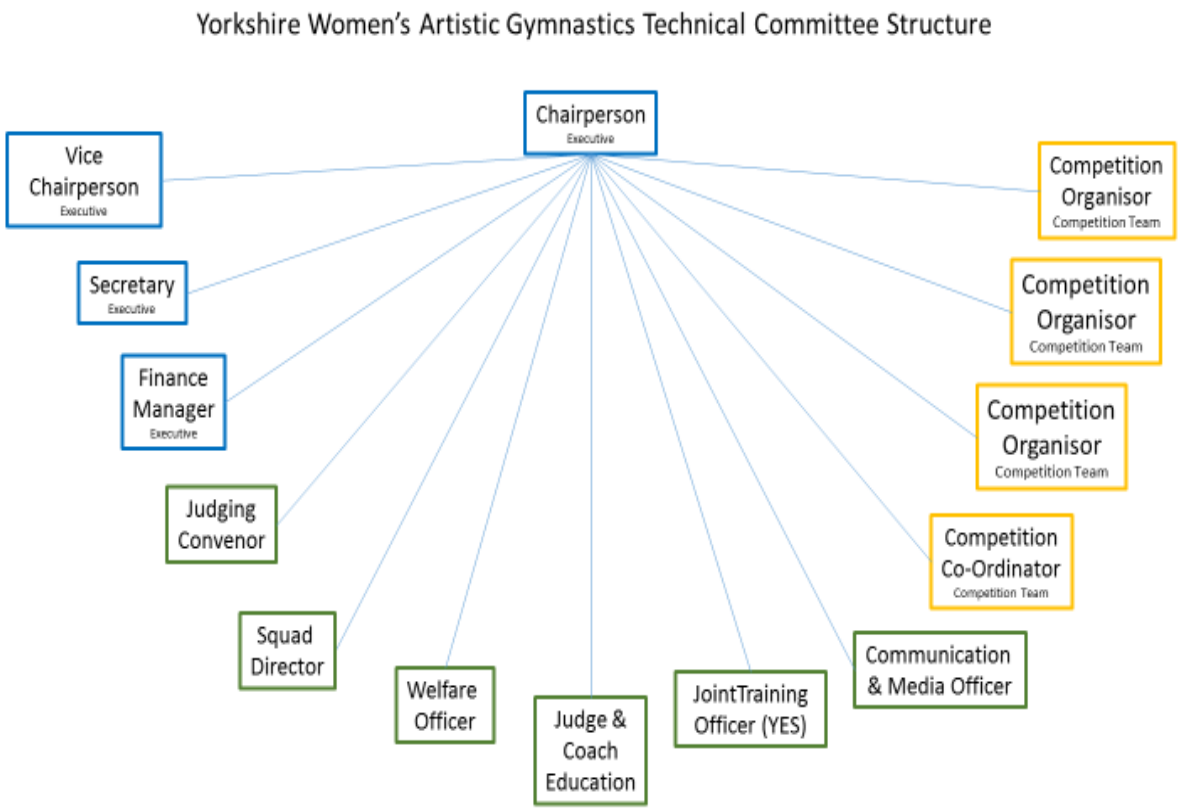
- Alongside other members of the Competition Team to;

    - Propose a YWTC competition calendar for YWTC discussion and approval.
    - Check equipment for safety and correct heights/set up round by round during competitions.
    - Run Coaches meetings before each round of competition as necessary.
    - Liaise between the Coaches meeting and the Judges meeting to support consistency of information.
    - Organise warm up times
    - Liaise with Gymdata and the scoring desk to promote the smooth running of the competition.
    - Line up gymnasts for each round- march on and presentation.
    - Organise presentations including balloons, medals, ribbons, certificates where provided.
    - Aim to aid and facilitate resolution of any problems that may arise during the running of the competition for gymnasts, coaches, volunteers, judges etc.
    - Liaise with Gymdata, Continental sports, Centre Staff and volunteers to facilitate pack away after the competition.

- To provide information to the Competition Co-ordinator to allow them to report to the YWTC any issues or matters arising from YWTC competitions.

- In the absence of the Competition Co-ordinator to provide a report to the YWTC meeting.

- Support the Chairperson to work with the YWTC to ensure that goals and strategic decisions are relevant and in line with the organisation's purpose.

- Fulfil action points designated to their Competition Organiser (Floor Manager) role as part of the committee process.

YWTC Committee Structure: