



Regional Tournament Organiser

Volunteer Role Description

Background

AoC Sport is the lead membership organisation for college sport and physical activity and is an Association of Colleges (AoC) subsidiary company.

AoC Sport encourages and supports every student to participate in sport and physical activity as an integrated part of their college experience. Offering a range of specialist advice, training and events, AoC Sport champions a whole-organisation, cross-curricular approach to physical activity, which results in dynamic college communities, healthy students and an economic boost to the bottom line.

AoC Sport was formed following the merger of British Colleges Sport (BCS), the English Colleges Football Association (ECFA) and the Association of Colleges (AoC) sport policy team in August 2014. The ECFA brand was retained and now represents AoC Sport's football delivery arm as part of the long-term successful partnership with The Football Association.

The Association of Colleges (AoC) exists to represent and promote the interests of Colleges and provide members with professional support services. As such, we aim to be the authoritative voice of Colleges – based on credible analysis, research, advocacy and consultation with Colleges – and the first-choice destination for guidance and advice for members. AoC was established in 1996 by Colleges themselves as a voice for further education and higher education delivered in Colleges at national and regional level.

Our membership includes General and Specialist Further Education Colleges and Sixth Form Colleges in England and we work with other College associations via the UK Council of Colleges AoC's structure includes a busy national office in London, an active network of nine regional offices and a wide range of member networks, through which staff and Governors inform and shape AoC policy and activity.



National Championships

Background

AoC Sports National Championships is the annual flagship event of FE Sport, seeing over 1500 students come together to represent their college and their region in the fight for the Wilkinson Sword which is awarded to the successful region.

2022 will see the 43rd running of The National Championship and is contested across 18 events in 11 sports, each region hosts its qualifying events, the Regional Tournaments to find its regional representatives.

Tournament Organiser (voluntary role)

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| Role Purpose: Responsible for supporting the delivery of AoC Sport's Regional Tournaments. Overseeing a specific sports event, ensuring the event runs successfully and enabling the best experience to the learners involved. | |
| Department / Directorate | AoC Sport |
| Reports To | Development Officer |
| Monetary Responsibility | Budget/ Revenue Generation: None Risk Management: Reputation risk in errors of communication and representation. |
| External Key Contacts | Staff in AoC Sport member colleges. |
| Internal Key Contacts | AoC Sport staff, AoC Regional and National staff. |



Key Accountabilities & Responsibilities:

- Support AoC Sport Development Officer by overseeing the smooth running of a designated sport within the regional tournament by;

Pre-Tournament

- Ensuring the venue/facility is prepared and ready to host the event
 - All relevant equipment is in place
 - Photography and social media notices are on display
- Registering teams on arrival and taking receipt of relevant paperwork including team sheets. Follow up with late colleges to check they are coming.
- Manage any withdrawals, adjusting and confirming the playing schedule
- Deliver event briefing to all coaches and team managers
- Welcoming Officials, collecting officials expense forms and deliver officials briefing, running through the running order.

Throughout Tournament

- Ensure all games start on time and are fulfilled
- Ensure all games are officiated accordingly and officials have suitable breaks
- Record results and make them available to participants using resources available
- Direct runners in accordance with needs
- Report any safeguarding concerns through formal process

At the end of the tournament:

- Speak to winners to ensure they are aware of the obligation to attend Nationals in April and provide them with the letter for their students
- Collect officials expense forms (if not already collected) and ensure all sections are complete and clear
- At earliest convenience fill in final score sheet and return to Development Officer along with team sheets, equipment, overall results, safeguarding reports and wider organiser pack
- Leave facilities clean and tidy and remind coaches to ensure teams clear up their own mess.



Additional Requirements

| Description | Essential/Desirable |
|--|---------------------|
| Knowledge, Skills and Experience | |
| Knowledge of the sport and rules thereof | E |
| A confident persona with the ability to speak to and control large groups | E |
| Able to respond to and solve problems, showing attention to detail whilst maintain good customer service | E |
| Ability the ability to interact and work with a range of people | E |
| Attributes | |
| Reliable, dependable and organised | E |
| Act with integrity and transparency. | E |
| Excellent communication skills | E |
| Demonstrates respect for equality of opportunity & diversity and works to actively promote an inclusive work environment and good working relationships amongst staff. | E |