

Position Title

Contest Supervisor

Reports To

Australian Pipe Band College, Victorian Branch Committee for specific contests.

Vice Principal Rules and Administration (Vic) for general matters.

Job Overview

The Contest Supervisor shall manage the conduction of a contest on the day or days of the contest.

The Contest Supervisor will ensure that a contest is conducted in accordance with the Rules and Regulations of Pipe Bands Australia'

The Contest Supervisor shall be responsible for resolving any disputes that may arise.

The Contest Supervisor shall facilitate the work of the adjudicators.

The Contest Supervisor shall encourage and facilitate bands' participation in the contest.

Responsibilities and Duties

- Appoint Marshalls, Scorers, Stewards and other support staff as required.
- Prepare, or cause to be prepared, a contest draw.
- Amend the draw as necessary to accommodate changing requirements.
- Ensure the draw is published so that all bands and officials can reasonably be aware of it.
- Inspect the contest area to ensure facilities are in place for the smooth running of the contest.
- Provide a briefing to all contest staff informing them of facilities available, time and location of any meals, any dispensations or special arrangements in place and any other relevant matters.
- Ensure the adjudicators have all facilities necessary for them to perform their duties efficiently.
- Manage the contest schedule so that the event runs to time.
- Ensure an adjudicator, steward or contest supervisor greets each band as it approaches the start line.

Qualifications

- Advanced Certificate Rules and Administration Pipe Bands Australia, or equivalent.
- Experience as a contest participant or administrator.
- Skills in conflict resolution.
- Proven ability to liaise with people at all levels of seniority.

Mandatory Requirements:

Persons acting in this capacity **MUST** hold a valid and current Working With Children Permit issued by the Victorian Government, an equivalent permit issued by another State, or a recognized exemption, such as a Police Officer or registered School, Teacher.

Personnel holding these permits have a responsibility to notify the Secretary, PBV when the permit is renewed, or has its status altered,