

# Adult Competition Commission Lead (Appointed)

<b>Organisation:</b>	British American Football Association (BAFA)
<b>Purpose of position:</b>	To be the Adult competition Commission Lead for British American Football (Appointed)
<b>Responsible to:</b>	Director of Operations and the Board
<b>Responsible for:</b>	The effective organisation of all adult competitions (Leagues) for BAFA
<b>Length of term:</b>	Appointed every 4 years (a Commission Lead may serve on the Operations group for a maximum of two terms of four years)
<b>Position type:</b>	Voluntary
<b>Reward/ benefit:</b>	Reasonable travel expenses paid to attend Operational meetings, Plus free entry to Brit Bowl
<b>Commitment:</b>	To attend Operations Group meetings at least 4 times a year. We expect the role will need a minimum of 2 hours per week voluntary time - in some cases it will be more.

## Key tasks and duties

- Attend all Operations group meetings and communicate regularly with the Director of Operations
- Input into the operational plan regarding the competition
- Organise the Men's (adult) league providing at least 3 tiers of competition level to ensure that the divisions are competitive
- Organise the women's competitions (Sapphire, Opal and Diamond Series) and ensure competitiveness
- Closely liaise with BAFRA to ensure that the top-level competitions have coverage from BAFRA neutral officials and that as far as possible all BAFA organised leagues are covered by BAFRA Officials
- Administer appropriate promotion/relegation systems for the all BAFA Leagues
- Organise the Associate team process and recommend to the BAFA Board any team that passes the set criteria for consideration for league status
- Administer the team discipline process for forfeits/cancelled games ensuring that no "Yellow Carded" team competes against Premier League opposition in the following season and that any "Red Carded" team reverts to Associate status in the following season
- Recommend solutions to any disputes regarding fixtures and find solutions to challenges
- Set the regular season schedule, playoff schedule and finals venues by the end of December in the year prior to the competition
- Manage the Registrations Team
- Manage and deploy the large volunteer workforce

### **Key skills**

- An ability to organise competitions and be mindful of the planning they ensue
- Excellent project management skills, both long term and short term
- Excellent organisational skills
- Excellent communication skills
- Excellent listening skills
- Excellent volunteer management skills.

### **Key Competencies**

- High level of integrity/probity
- Ability to think and act strategically
- Excellent leadership skills
- Be able communicate concisely, effectively and with transparency
- Act as a positive role model for the sport
- Take responsibility and be accountable for collective actions
- Act in the best interests of the commission, not for an external representative group
- Be able to work in partnership to develop solutions to challenges
- Demonstrable commitment to ethics within the sport
- Demonstrable commitment to equal opportunities and equality
- Have a sound awareness of fiduciary responsibility
- A general enthusiasm for the sport of American Football.

### **Eligibility**

Any person possessing the necessary and appropriate experience in the **Key Competencies and skills** associated with being a competition commission lead within BAFA is eligible to be nominated and/or to apply for the position of commission lead provided they: -

- Do not possess a criminal record inappropriate for the position within the sport
- Have not previously been removed, dismissed or disciplined within or from BAFA or any other NGB or related body.

BAFA is accountable to its Membership and its stakeholders. Because of this accountability, level of responsibility and high-profile nature of the position of Adult Competition Commission lead, BAFA must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position. All nominations and applications will be carefully assessed.