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**Rules and Regulations Co-ordinator**

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| OVERVIEW | |
| Organisation | British American Football Association (BAFA) |
| Purpose of Position | To be the Rules and Regulations Co-ordinator for the National Women’s Football League (NWFL) |
| Responsible to | NWFL Competition Manager |
| Responsible for | The co-ordination of key regulatory documentation for the National Women’s Football League (NWFL) |
| Length of Term | The position is not a fixed term position, but the person in the role will provided with key objectives and will be subject to annual reviews |
| Position Type | Voluntary |
| Reward / Benefit | Reasonable travel expenses paid. Free entry into Britbowl |
| Commitment | Variable – time will depend on various key milestones within the calendar |
| Key Tasks and Duties | |
| The following is an indicative list of the key duties and tasks to be performed through the year. It is noted that other demands may arise through the course of the term and/or in conjunction with the development of the 10 year strategy. | |
| To design, maintain, and distribute a club pack to all teams entering the league detailing key information | |
| To provide clubs with information relating to the running of tournaments including, but not limited to:   * Medical cover * Pitch set up / marking * Rosters | |
| To liaise with the Competition Manager around any known breach of rules or regulations | |
| To provide information and packs to support the transition of clubs to a higher-level format (e.g. from 7’s to 9’s) | |
| To provide information and support to new clubs to ensure that they understand their obligations and requirements | |
| To provide regular updates to the Competition Manager on progress, raising any concerns/issues immediately for resolution | |
| Attend monthly Competition Committee meetings | |

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| Person Specification |
| Essential |
| Outstanding commitment to the development of Women’s Football in Great Britain |
| To have a positive approach and a can-do attitude |
| Highly developed organisational skills |
| Excellent communication and presentation skills |
| Excellent listening and emotional intelligence skills |
| A good understanding of the landscape and challenges of British American Football |
| Desirable |
| Knowledge and previous experience of the Women’s format of the game, including knowledge of the rules so as to be able to assist and respond to queries from teams; |

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| Application Process |
| Candidates should apply to NWFL Competition Manager, Simon Browning, by email to [simon.browning@britishamericanfootball.org](mailto:simon.browning@americanfootball.org?subject=Application%20for%20Rules%20Coordinator%20(NWFL)) enclosing a cover letter explaining how they meet the personal specification details along with a C.V. by the closing date of 13th December 2020 |