



Lacrosse Australia (LA) is calling for Expression of Interests from individuals who would be interested in being an Event Manager for the 2024 Box and/or the U18 Nationals Events. (closes the 13/02/2024)

Lacrosse Australia is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

Event Dates:

- Box National Event: 21 - 25 Feb 2024 at Altona Lacrosse Club
- U18 National Event: 29 March – 2 April 2024 at Footscray Lacrosse Club

About the Role

The LA Event Manager will be required to attend the whole LA Event (Box or U18 or Both) and be on the ground to deliver the key responsibilities. Support will be provided through LA Directors and LA Staff in the lead up and during the event.

The LA Event Manager will be expected to attend some meetings with LA Directors and staff during preparations and in the lead up to the LA Event (Box, U18 or both) to ensure the Event Manager has the training, knowledge, resources and tools to be able to deliver LA National Events.

Remuneration

Remuneration for each event will be provided to the Event Manager and will be made post-delivery of the event.

EOI Process

If you are interested in this role, please complete the [EOI process using this Online Form](#). EOI close on the 13/02/2024.

Desirable Criteria

- Has a valid Working with Children Check or equivalent in their home state
- Has a driver's licence
- Strong demonstrated administrative skills
- High level of attention to detail
- Well-developed written and verbal communication skills
- Excellent time management
- Ability to work independently and as part of a team
- Experience in working with Sporting Events
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with Children
- Experience in working with Game Day/Sports TG



Responsibilities:

- Monitor and ensure, with Host, of agreed facilities, workforce and equipment requirements are met as per the Hosting Agreement.
- Confirmation of team lists and updates.
- Creation of Changeroom roster.
- Printing of Event material and publication electronically and physically.
- Online fixture administration.
- Liaising with Event RIC and UIC.
- Management and responsibility of National trophies for the Event.
- Coordination of Venue set up and layout daily with Hosts.
- Coordination and delivery of event equipment daily.
- Preparation and Coordination of opening and closing ceremonies.
- Communication and coordination of Scorer and Timer roster for each day.
- Conduct team manager meetings.
- Confirming and recording match results within Database.
- Collection of MVP photos and action shot from Host photographers.
- Creation of Social Media Tiles relating to Event.
- Issuing of voting slips and counting of results.
- Manage Score sheets and team list changes as required.
- Ensure change room roster allocation is correct and followed.
- Recording and management of reported incidents.
- Recording of cards and demerit points.
- Administrate Count back situations.
- Main point of contact for questions/issues during event.
- Any other reasonable event task provided by LA Director.