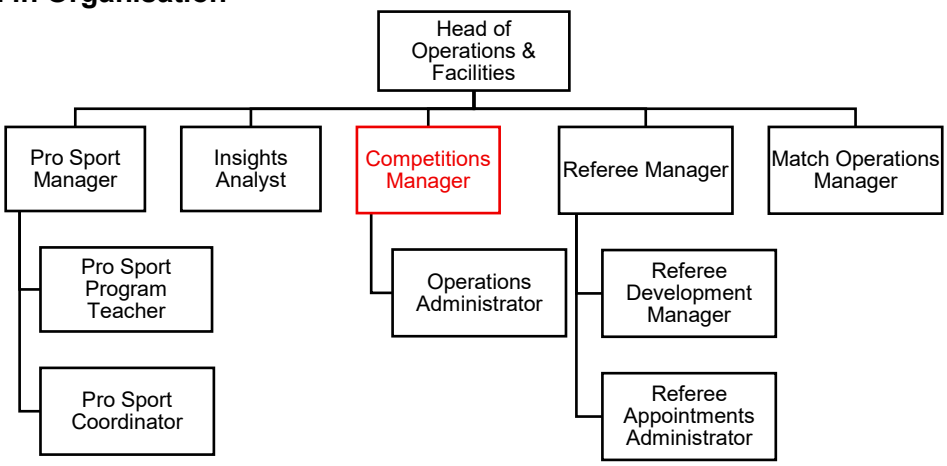
JOB DESCRIPTION

Competitions Manager

1. General Details

Job Title:	Competitions Manager
Functional Department:	Operations & Facilities
Reports to:	Head of Operations & Facilities
Date:	August 2026

2. Position in Organisation



Number of Subordinates:

# Subordinates	Direct	Indirect
0	1	0

3. Purpose of Position

Translating Auckland Rugby's Community Rugby strategy, the Competitions Manager leads the operational delivery, integrity, compliance, and continuous improvement of all of Auckland Rugby's community rugby competitions. The role owns the end-to-end operational management of competition structures, scheduling, eligibility, registrations, results, compliance and stakeholder communication across junior, senior club, and secondary school rugby, including tournaments and festivals

This position is focused specifically on Community Rugby Competitions and is accountable for effective competition planning, implementation and review, quality assurance of registration data, technical and compliance administration, and operational support to judicial processes. It ensures competition operations are accurate, timely, and aligned with Auckland Rugby governance frameworks, while maintaining strong relationships with various governance committees, clubs, schools, sub unions, referees, and Auckland Council.

The role is central to delivering seamless community rugby competition management, strengthening competition integrity and enhancing the participant experience through continuous improvement, supporting the sustainability of Auckland Rugby's community game.

4. Key Accountabilities

Key Result Area	Key Activities
Competition Creation, Scheduling & Delivery	• Lead planning, scheduling, and publication of all competition formats, including finals across all junior, senior club, and school rugby. • Develop and maintain competition calendars across all Community Rugby competitions • Create, maintain and update all draws including structural design, sequencing, and format alignment. • Coordinate grading processes and ensure decisions from Governing Committees are accurately implemented. • Administer all finals-related competition requirements (event delivery sits with Events). • Issue timely communication of fixture changes (weather, venue changes, disruptions etc)
Entries, Registrations & Eligibility	• Administer all team entry procedures, timelines, and stakeholder communications. • Oversee community player transfers and clearances; support Rugby Performance for representative transfers. • Administer all player and squad declarations and eligibility requirements across all grades • Lead communication with clubs and schools regarding missing, inaccurate, or incomplete registration data. • Conduct regular compliance and quality assurance checks on players, teams and coaches. • Maintain accurate registration and compliance records across clubs, schools and coaches • Implement changes to registration procedures or policies as required
Results, Records & Data Integrity	• Accurately capture, verify, and publish weekly match results across all competitions. • Maintain competition data integrity within NZR systems and internal databases. • Maintain accurate stakeholder contact lists across clubs, schools, and committees. • Raise issues or system irregularities with NZR and coordinate resolutions. • Provide analytical insights, operational reporting and recommendations to support decision-making.
Competition Performance & Review	• Maintain and use competition data and insights to support effective competition management • Monitor competitive balance, participation impacts and participant experience. • Provide recommendations for competition improvement with the Community Rugby Competition Framework
Compliance, Technical & Judicial Administration	Compliance & Technical • Manage all competition compliance processes, approvals and checks in line with Governance and Competition Frameworks • Apply competition rules and compliance requirements consistently • Administer disciplinary matters and appeals in line with Participation Agreements and Rules of Competition.

	• Manage complaints and compliance processes with appropriate governance committees • Escalate competition integrity issues through appropriate internal channels where required • Coordinate all administrative needs, queries, and communications for Junior and Senior Technical Committees. • Provide insights and feedback to support continuous improvement of compliance and technical processes. Judicial – Administrative Support Only (via Operations Administrator) • Coordinate judicial scheduling, availability, and meeting invitations. • Manage operational communication with clubs and schools regarding judicial matters. • Collate documentation, evidence, and match information for judicial hearings. • Record judicial outcomes and decisions accurately into the designated judicial tracking spreadsheet and database. • Distribute judicial summaries or outcome notifications as directed by the Head of Operations & Facilities.
Stakeholder Communication & Relationship Management	• Act as a key competition contact for clubs, schools, sub-unions, referees, NZ Rugby and internal Auckland Rugby teams regarding competition matters. • Co-ordinate and lead annual managers' meetings and ensure clear information flow to appropriate stakeholders • Communicate schedules, requirements, and operational updates clearly and promptly. • Support Governing Committees through regular attendance and operational input. • Provide competition information and insights to various governance committees and internal departments
Operational Governance & Reporting	• Provide regular operational updates and insights to the Head of Operations & Facilities, internal departments and relevant committees. • Support the development and refinement of competition rules, eligibility policies, and operational guidelines. • Ensure alignment with Auckland Rugby governance frameworks, including The Auckland Way and the balanced scorecard.
Council Relationship & Support	Compliance & Facility Standards • Ensure all council requirements for field use, facility access, and operational compliance are met for community competitions. • Conduct regular operational checks of council grounds and facilities used for competitions, reporting any issues, hazards, or concerns to the Head of Operations & Facilities. • Identify opportunities to enhance field and facility quality across the community game and provide recommendations that support long-term game development. Council Operations Support (via Operations Administrator) • Manage all community rugby field bookings and allocations. • Provide operational information and updates to Council when required. • Communicate council-related updates, decisions, field availability changes, and compliance requirements to stakeholders.

	• Assist stakeholders (clubs, schools, team managers) with council-related queries, processes, and education.
Health & Safety	• Ensure competition operations adhere to Auckland Rugby Health & Safety policies and protocols. • Support serious injury reporting and compliance with return-to-play guidelines. • Identify and report hazards through the Impact Risk Manager system.
Other Administrative Tasks	• Lead production of the annual Community Rugby Handbook, coordinating contributions across functions. • Lead forecasting, ordering, and allocation of annual ball quantities.
Strategic Alignment	• Collaborate and contribute to the Auckland Rugby's organisational blueprint "The Auckland Way", behaviours and initiatives, therefore ensuring achievement of the balanced scorecard. • Undertake any other duties, responsibilities, or projects that may reasonably fall outside the scope of this position description, as directed by your Manager, to support the operational needs of the organisation.
Values & Behaviours	• Follow our values and associated behaviours - Strive to advance - Put in the hard work - Work as a team - Lead by example

5. Dimensions

- 22,000 participants
- Oversight of 50+ Community Rugby Competitions
- Planning, scheduling and managing draws, fixtures and results for over 5,000 community rugby games per season
- Multiple cross-functional budgets ranging in size

6. Challenges of the Job

- Data Integrity and Insights (not just reporting)
- Ability to problem solve and be flexible with late information affecting competition draws
- Being able to work within tight timeframes
- Managing multiple competition stakeholder requirements whilst also balancing council requirements to achieve best outcomes

7. Key Relationships

Internal:	External
All Functional Teams	Auckland Rugby Union Clubs & Schools
Senior Leadership Team	Auckland Council
	Auckland Referees
	Other Provincial Unions
	NZ Rugby

8. Role Requirements

Level of Education	Tertiary degree
Field of Education	Preferred in Sport Management, Sport Development, Operations, Logistics, or related field.

Years of Experience	• 3–5 years' experience in competition management, sports operations, or similar environment. • Proven experience using competition management systems, managing eligibility, and compliance processes. • Experience working within amateur or community rugby environments advantageous.
Language Requirements	Strong command of the English language (additional languages are an asset)
Specific Skills/Knowledge	• Strong understanding of rugby competition rules, structures, and operational requirements. • High competency in competition management systems (e.g., Rugby Xplorer, NZR databases). • Excellent organisational skills with the ability to manage multiple deadlines. • Strong communication and stakeholder management capability. • Ability to interpret and apply competition rules, eligibility requirements and compliance frameworks. • High attention to detail and commitment to data integrity.
Functional Competencies	• Operational leadership and decision-making • Analytical reporting and data management • Clear and confident communication • Ability to work under pressure and manage competing priorities • Initiative, problem-solving, and continuous improvement mindset

***Note:** This job description provides an indicative outline of the purpose and accountabilities of the position. Specific performance requirements and expectations will be agreed in an annual performance agreement. In addition to your job description, you will / may be required from time to time to perform any other duties (this includes special projects) which are reasonably incidental to your position, as directed by your direct manager. Job descriptions may be amended from time to time in consultation with you, if deemed necessary aligned to operational requirements.*