



Western Cape Gymnastics Association
Postal Address: P.O. Box 293 Edgemead, 7407
Tel: 060 855 7925
Email: info@wcga.co.za
www.westerncapegymnastics.com
NPO Registration: 142 – 856 NPO



JOB ADVERT

RHYTHMIC & GFA DISCIPLINE MANAGER

WCGA – Rhythmic & GFA discipline manager: Duties

- Liaising with the WC operations manager
- Assisting RG PM with setting up annual course calendar
- Liaising with the WC RG clubs
- Communicating all course, competition & general information to WC RG clubs
- Loading all WC courses & competitions online on the registration system
- Planning all WC RG courses (venue; facilitator; stationery; refreshments; program; etc)

- Planning all WC RG competitions (venue; entries; programs; catering; music; announcer; scorer; medics; medals; apparatus set up; equipment; budgets; judges; etc)
- Compiling & sending out all course & competition information letters
- Assisting clubs with entries into courses & competitions
- Downloading the course / competition reports off the registration system

- Sending all this information to finance manager to check all payments have been made
- Sending all this information to RG PM so programs, competition lists & judges can be worked out for the competition
- Post event evaluations (ensuring all officials get paid; finalising budgets; sending out results; etc)
- Sending course results to SAGF to be loaded onto the registration system & following up qualifications that need to be updated
- General admin

How to Apply:

Candidates meeting the above requirements may submit their CV and application letter outlining how they meet the specific requirements of the position by email to hello@wcga.co.za by 24 January 2020. The selected candidate will be subjected to a background check.

President: Melvin Edwards Vice President: Lunell de Blanche Treasurer: Warren Buchanan
Committee: Warren Lucas, Andre Nieuwoudt, Karl Schneeberger, Christo Swanepoel
The Western Cape Gymnastics Association is affiliated to the South African Gymnastics Federation (SAGF)
and the Western Cape Provincial Sport Confederation (WCPSC)





Western Cape Gymnastics Association

Postal Address: P.O. Box 293 Edgemead, 7407

Tel: 060 855 7925

Email: info@wcga.co.za

www.westerncapegymnastics.com

NPO Registration: 142 – 856 NPO



President: Melvin Edwards Vice President: Lunell de Blanche Treasurer: Warren Buchanan
Committee: Warren Lucas, Andre Nieuwoudt, Karl Schneeberger, Christo Swanepoel
The Western Cape Gymnastics Association is affiliated to the South African Gymnastics Federation (SAGF)
and the Western Cape Provincial Sport Confederation (WCPSC)

