



## POSITION DESCRIPTION

Position Description: Event Manager – Asia Pacific Men’s Lacrosse Tournament 2026

Position title: Event Manager – APLU Men’s Lacrosse Tournament 2026

Reports to: NZL Board and nominated Representatives.

Office location: Remote

Employment Status: Contract

Direct reports: As required for event specific purposes

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## ABOUT NEW ZEALAND LACROSSE AND THE EVENT

New Zealand Lacrosse (NZL) is the National Sporting Organisation (NSO) for the governance of the sport of Lacrosse in New Zealand.

The Board of NZL are supported in the delivery of the sport by member Regions throughout the country.

NZL have been awarded hosting rights for the Asia Pacific Lacrosse Union (APLU) Men’s Lacrosse Tournament for 2026, qualifying teams for the World Lacrosse Championships in 2027.

NZL have partnered with the New Zealand Campus of Innovation and Sport (NZCIS) in hosting the Tournament at the NZCIS Campus in Upper Hutt, Wellington

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## KEY PURPOSE OF ROLE

The purpose of this role is to manage, oversee and lead the delivery of the Asia Pacific Men’s Lacrosse Tournament 2026 on behalf of NZ Lacrosse, to be held in Wellington, NZ from 7-16 January 2026

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## KEY FUNCTIONS OF THE ROLE

### 1. Event Delivery

- Operational

- Lead the delivery of the event within the specific timelines, guidelines, standards and requirements of the APLU Event Organisation Guide (Appendix 1).
- Contract (or secure from internal and external stakeholders) and manage any additional staff required to deliver operational aspects of the event.
- Contract and manage specialised services as required (accommodation, logistics etc).

- Administration:

- Manage event emails and receive phone queries.
- Ensure timely and appropriate information is distributed to APLU and international teams as required.
- Prepare competition and technical guides as required.



- iv. Prepare Post Event Surveys, debriefs and event reports.
- v. Organise event travel and logistics for attending event officials if required.
- vi. Attract and manage event volunteers.
- vii. Coordinate any pre-event meetings and onsite facilities.
- viii. Manage and oversee VIP, catering, and other hospitality opportunities.

- Compliance

- i. Ensure event health and safety planning, documentation and implementation is current and adhered to.
- ii. Ensure council compliance is adhered to.
- iii. Ensure APLU compliance is adhered to.

- Financial Responsibility:

- i. Ensure event is delivered and managed within the agreed budget.
- ii. Operate within financial designated authority.
- iii. Identify expenses and fees suitable for external funding partners and work with the NZ Lacrosse finance team to apply for trust funding.
- iv. Ensure best value (and service) is received by working with preferred suppliers.

- Marketing/Communications/Sponsorship:

- i. Manage the development and rollout of an event specific marketing and communications plan including event website, social media, promotion and advertising.
- ii. Manage the development and rollout of the event ticketing plan.
- iii. Support the servicing of any event sponsorship (but not selling).
- iv. Create, identify and oversee the relationship and delivery of benefits for key stakeholders.
- v. Oversea the required KPI's and make all best endeavours to meet and/or exceed.
- vi. Ensure the event's branding is appropriately represented and is presented in the correct manner on and in all forms of material.

- Leverage and Legacy

- i. Manage the development and rollout of an event specific leverage and legacy plan.

## 2. Reporting

- i. Prepare and present reports and updates to NZ Lacrosse as required.
- ii. Prepare and present any post event reports required including but not limited to NZ Lacrosse and any funding partners.

## 3. Stakeholder Relationships

- i. Ensure professional, prompt, and open lines of communications with all stakeholders including Event Delivery Partners, Host Venue, Host Region, APLU.
- ii. Work closely with approved Event Partners to develop strong and mutually respectful relationships.



## KEY RELATIONSHIPS

1. Internal
  - NZ Lacrosse staff
  - NZ Lacrosse Board and event subcommittee
  - Member Organisation's Board and subcommittees
2. External
  - New Zealand Major Events
  - Asia Pacific Lacrosse Union (APLU)
  - International Teams
  - Institutional and commercial funders
  - Host venue and local stakeholders
  - Suppliers

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## KEY PERSON SPECIFICATIONS

### 1. Qualifications and Experience

- 7-10 years' experience in sports event delivery at a senior level
- Demonstrated experience working with international sporting body
- Demonstrated experience and confidence in dealing with event budgets in excess of \$1m.
- Demonstrated experience working with and leading a volunteer 'local organising committee'
- Demonstrated experience in the delivery of professional sports events at industry best level.
- Experience in planning, managing, prioritising, and completing multiple tasks within timeframes.
- Experience and understanding of sponsorship principles, contracts and delivering benefits.
- Demonstrated experience in working independently and delivering projects on time
- Experience or an interest in Lacrosse is desirable but not essential. A willingness to learn and advocate for Lacrosse as a sport is essential.

### 2. Knowledge and Skills

- Demonstrated high level customer service focus experience with strong administration skill.
- Practical knowledge of brand use and brand management.
- Excellent computer skills and in-depth knowledge of relevant software such as MS
- Office and basic Content Management System experience.
- Strong leadership skills.
- Effective facilitator.
- Problem solving ability to identify issues and react appropriately.
- Team skills to participate actively as an effective member of the team assisting fellow
- team members toward completion of goals.
- Excellent ability to communicate in English verbally and in written material concisely,
- accurately and comprehensively.



### 3. Competencies and Behaviours

- Display the highest levels of integrity and commitment.
- Integrity to maintain and promote ethical and professional standards including maintaining confidentiality and diplomacy in dealing with matters of a sensitive nature.
- Tolerance for stress to maintain stable performance whilst under pressure including the ability to relieve stress in a manner that is acceptable to self, others and the organisation.
- Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.
- Articulates differing perspectives on a problem and will see the merit of alternative points of view.
- Strong relationship-builder across a range of stakeholders and partners.
- Strong team player and contributor.
- Strong work ethic.
- Problem solving attitude.
- Strong verbal and written communications.
- Passion for detail and customer service.
- Effective planner, excellent time management.

### 4. Physical Capabilities

- Manual handling (up to 10kg)
- Bending & twisting
- Sitting for long periods
- Keyboard, mouse and monitor operation (approx. 7 hours per day)
- Standing for long periods
- Vehicle driving

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### KEY NOTES

- Given the nature of sport, it is likely this role will be required at times to work out of normal business hours including evenings and weekends.
- This role may require both domestic and international travel.
- Knowledge of lacrosse is desirable but not essential with technical support for the competition being provided by both APLU and NZL
- The role will be supported by NZL Volunteers and Advisory Committees

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### APPLICATIONS

Applications (and or any questions) for the role of Event Manager should be addressed to the NZL Board ([NZLBoard@nzlacrosse.nz](mailto:NZLBoard@nzlacrosse.nz)) and close at 5pm Friday 6 December 2024. The organisation guide is available on request prior to submitting application.

Applications should include:

- Proposed contract fee and conditions
- Outline relevant experience
- If a company is applying, confirm lead personnel.
- Any known conflicts of interest.