

# GLADSTONE 8-BALL ASSOCIATION INC.

## TECH SUPPORT POSITION DESCRIPTION

|                      |                              |
|----------------------|------------------------------|
| <b>Document type</b> | Position Description         |
| <b>Role</b>          | Tech Support                 |
| <b>Position type</b> | Appointed Volunteer Position |
| <b>Status</b>        | Approved                     |

### Purpose of the Role

Support GEBA's technology, digital systems and online presence so that competitions, events and Association activities can be delivered and promoted reliably, including live streaming, website design and maintenance, event technology and other approved digital systems.

### Constitutional & By-Law Authority

- GEBA Constitution 2025: Rule 20 - Management Committee control and administration
- GEBA Constitution 2025: Rule 3 - Objects
- 8-Ball By-Laws 2026 and applicable Association policies
- GEBA Code of Conduct and applicable AEBF Social Media/Member Protection requirements

### Key Responsibilities

- Set up, operate and troubleshoot approved live-streaming equipment and software for GEBA events where required.
- Assist with cameras, audio, score overlays, streaming computers, network connectivity and other broadcast equipment.
- Design, maintain and update the GEBA website as directed by the Management Committee.
- Keep website software, plugins, themes and other components reasonably current and assist with backups, security and recovery processes.
- Publish or update approved website content supplied or approved by the appropriate GEBA officer.
- Provide technical assistance for Poolstat, PlayHQ, display screens, event presentation systems and other approved digital platforms where access and responsibility have been delegated.
- Assist the Registrar and other authorised officers with technical issues affecting competition systems without altering official records unless specifically authorised.
- Assist Facebook Moderators and the Management Committee with technical aspects of digital media, embedded streams, website links and online event promotion.
- Maintain an inventory or basic record of significant GEBA technology equipment, credentials or services where requested.
- Identify technology improvements, equipment requirements, subscription renewals, security risks and reliability issues and make recommendations to the Management Committee.
- Provide reasonable technical support to committee members and authorised volunteers using GEBA-owned systems and equipment.
- Protect administrator accounts, passwords, access tokens and other credentials and promptly report suspected compromise or loss of access.
- Ensure live streams and online content are presented professionally and do not knowingly publish confidential, inappropriate or unauthorised information.

### Role-Specific Responsibilities

- Maintain a clear and functional website structure and keep key public information reasonably current.
- Where possible, maintain backups or recovery arrangements for the website and important configuration information.
- Bring domain, hosting, software licence and subscription renewal requirements to the Management Committee's attention before expiry.
- Prepare and test streaming equipment before scheduled broadcasts where reasonably practicable.
- Coordinate with Tournament Directors, event organisers or Management Committee members regarding which matches or events are to be streamed.
- Monitor stream quality and troubleshoot technical problems during broadcasts.
- Follow Management Committee directions regarding branding, sponsors, commentary and content presented during GEBA broadcasts.

## Authority & Limitations

- Tech Support may undertake routine technical maintenance and troubleshooting within approved systems and access levels.
- Tech Support must not independently change competition rules, official results, membership records, financial records, Association policy or information controlled by another office holder.
- Purchases, paid subscriptions, contracts, domain/hosting commitments and other expenditure require approval in accordance with GEBA financial controls and the Constitution.
- Ownership and control of GEBA domains, websites, streaming accounts, credentials, equipment and digital assets remains with GEBA.

## Governance & Conduct

- Act in the best interests of GEBA and its members.
- Comply with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable Association/AEBF/QEBF policies and lawful Management Committee directions.
- Follow reasonable directions of the Management Committee and remain within the authority delegated to the role.
- Maintain confidentiality regarding information obtained through the role.
- Treat members, volunteers, officials, sponsors, affiliated organisations and members of the public respectfully and impartially.
- Place participant safety and welfare above convenience when exercising an official or administrative function.
- Avoid conflicts of interest and promptly disclose any actual or potential conflict to the Management Committee.
- Protect GEBA's reputation, property, systems, branding and information.

## Appointment & Expected Commitment

- Appointed by the Management Committee and holds the position subject to the ongoing approval and direction of the Management Committee.
- This position is not a Management Committee position unless the person is separately elected or appointed to the Management Committee in accordance with the Constitution.
- Undertake the responsibilities of the role reliably and coordinate with relevant committee members and volunteers.
- Relinquish Association property, records, accounts, credentials and access promptly when requested or when leaving the role.

## Reporting Relationship

Reports to the Management Committee and works collaboratively with the members of the Management Committee, Facebook Moderators, Tournament Directors and other authorised volunteers as required.

## Governing Documents

- GEBA Constitution 2025
- GEBA 8-Ball By-Laws 2026
- GEBA Code of Conduct
- Applicable AEBF/QEBF policies and Tournament Rules where relevant
- Directions and resolutions of the GEBA Management Committee and members, where properly made

## Alignment & Approval

If there is any inconsistency between this position description and the GEBA Constitution 2025 or 8-Ball By-Laws 2026, the Constitution and By-Laws prevail to the extent applicable. The By-Laws must be read subject to the Constitution. This position description should be reviewed by the Management Committee and adopted or amended in accordance with the Association's governing documents.

## Acceptance of Position Description

I acknowledge that I have read and understood this position description and agree to undertake the responsibilities of the role in accordance with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable policies and lawful directions of the Management Committee.

Name: Brent Wesley

Signature: 

Date: 13/9/26