

POSITION DESCRIPTION

Gate Manager



Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

Objectives

- To provide the service of collecting gate / competition fees on behalf of the club.
- To provide support to the executive committee members to ensure the efficient operation of the club.

Responsibilities

- Be in attendance at the venue at the time set down by the match day operations coordinator.
- Collect change and moneybags / trays from the treasurer.
- Admit members who show a current club membership ticket and for those with an appropriate guest pass.
- Ensure all entrance fees are collected from all people entering the venue in accordance with the charges and directions of the club and league.
- Collect Elvees from the supplier for home games and arrange distribution to those entering the ground.
- Liaise with roster manager to ensure the gate is appropriately staffed on match days.
- Close gate at agreed upon time and ensure pack up is completed correctly.
- Return all monies collected to the treasurer.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president or executive committee.

Relationships

- Reports to the match day operations coordinator.
- Liaises with the rosters coordinator.
- Liaises with official club suppliers.

Accountability

- Accountable to the executive of match day operations.
- Provide a report on any aspect of portfolio operations to the committee when requested.
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.