

POSITION DESCRIPTION

Game Day Secretary (football)



Committee Role

General committee level position must have a portfolio and a role.

Objectives

- To manage and oversee all football related matters for match days.
- To ensure a safe and comfortable environment for club members and visitors.
- To provide support to the executive and committee members to ensure the efficient operation and use of the clubs facilities.

Responsibilities

- Coordinate and manage all non-sport business match day competition operations held at the club.
- Liaising with the away team and umpires, sending match details and dealing with their requirements.
- Oversee set up of rooms, field and equipment for home games 30minutes prior to the first match of the day.
- Ensure team sheets, score books and timers are set up 30minutes prior to the first match of the day.
- Support players, team managers and medical team where required.
- Work with the manager of communications to promote match day.
- Supervise all volunteers, players and supporters.
- Liaise with roster manager to ensure all shifts are covered for each game day.
- Ensure match day is completed smoothly and step up to resolve any problems that might occur.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or sub-committees.
- Analyse the event's success and communicate learnings to the executive of match day operations.

Relationships

- The match day coordinator reports to and liaises with the match day operations coordinator and executive committee.
- Liaises with communication manager.
- Liaises with the rosters manager.

Accountability

- The match day coordinator is accountable to the match day operations coordinator.
 - Provide a report on any aspect of match day operations to the executive committee when requested.
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