



Position Description – Ground Manager

Objective

To ensure all home match day operations are conducted smoothly throughout the season.

Responsibilities

- Ensure team on duty set up and pack down all equipment and fields for the day.
- Ensure all signage is out, change rooms and umpire rooms are open and accessible.
- To ensure the ground and surrounding areas are safe for the day's activities and all match-day insurance checklists are completed.
- To ensure the Team Managers, Umpires, Canteen volunteers, Timekeepers and Gate Keepers are organised and well equipped for the day.
- Collect all relevant match day paperwork at the start and end of games. Not sure this is relevant now
- Be the first point of contact for matchday issues.
- Always be clearly identifiable during the day (wear clearly identifiable bib or shirt).
- Ensure game day medic is in place and contactable.
- Point of contact for clubroom issue with council on game day.

Relationships

- Works in collaboration with committee, game day medic and umpires.

Accountability

- Vice President (Operations).

Average weekly hours for this role

4-8 hours per week or as requested.