



## Position Guidelines

**Position Name:** Match Day Coordinator

### Overall Role

Overall responsibility for the smooth and efficient operation of match days.

### Key Duties

1. Liaises with the Executive Committee (esp. Secretary) to find out dates of home games, fixture lists and team configuration.
2. Organises a roster of Small Sided Football (SSF) referees that ensures equitable distribution of games.
3. Oversees/supervises SSF referees and allocates duties as required.
4. Develop a Home Game Schedule prior to each home game listing the games being played, times, referees etc. (see template).
5. Liaises with Team Managers and/or Team Liaison Officer to source Ground Officials (at least one Ground Official at all times – wears bright fluorescent vests and carries clipboard with duties included).
6. Ensures Ground Officials are aware of their duties (as described in clipboard) and that clipboard has current list of contacts and blank copies of Incident Reports.
7. Liaises with First Aid Coordinator to ensure at least one trained First Aid Officer is available during home games.
8. Liaise with Team Managers and/or Team Liaison Officer to source parent helpers to set up/pack up before and after matches as needed.
9. Assists the Canteen Coordinator and canteen volunteers as required.
10. Reports any issues to the Executive Committee.
11. Liaises with Secretary in the event of wet weather.
12. Liaises with Director of Coaching (if applicable) for SSF referee recruitment, training and development.

### Guidance Notes

1. The Match Day Coordinator is required at all home games. Alternatively, he/she may source helpers to delegate tasks and take a more managerial/supervisory role.
2. It is recommended that individual teams are encouraged to get into the routine of setting up/packing up their fields (e.g. goals, markers, flages etc). Also ask the SSF referees for assistance.
3. SSF referees are required for all home matches –however, sometimes Football Brisbane appointed official referees are provided for competitive games (i.e. U12 & above). Ask the Secretary if a FB official referee has been appointed. If not, ask the Executive Committee for assistance in sourcing an appropriately experienced person.
4. Ground Officials are required for all home matches. An experienced/competent Ground Official should be appointed for Competitive matches.
5. Other responsibilities of the Match Day Coordinator are:

- a. Ensure match balls are ready (Referees should be able to check they are inflated and should be advised to ensure balls are returned to canteen storeroom immediately after use).
- b. Ensure stretcher is pitch side and that Ground Official is aware that First Aid Kit and ice packs are available at the canteen.
- c. Ensure fields are set up properly and that games are running to schedule.
- d. Ensure toilets and gates are unlocked and that there is clear access for an ambulance in the event of an emergency.
- e. In the event of an accident or incident (whether physical/verbal), ensure that a Club Incident Report is completed.

#### Useful Contacts

President:	PH:
Secretary:	PH:
Team Liaison Officer:	PH:
Grounds Manager:	PH: