

## U7 & U9 Coordinator Role

### General Details:

Saturday morning's at Rasey Park, Herston (95 Butterfield Street, Herston)

13 April – 17 August 2024 (as per draft fixture calendar, 16 Saturdays in total across this period)

7:30am-11:30am

Payment \$20 per hour

You must have a Blue Card to undertake this role or be able to apply for one

Main Duties include but are not limited too;

- Support the running of the competition fixtures on game day
- Ensuring that players, coaches, umpires and spectators are abiding by the Rules of Association
- Setting up the venue (PA system, notice board, car park, field checks, bins out)
- Timing of games/sounding the hooter
- Patrolling the car park and fields
- Answering questions from members and spectators on game day
- Assist club volunteers on their Club Duty Roster requirements
- Collecting match sheets from team managers
- Tick & Flick of team registrations from the match sheets
- Manage incidents or conflicts
- First Aid Management (handing out ice, calling for sports trainer if required, keeping a first aid log)
- Check bins and toilets during fixtures, empty rubbish as required during and at end of day
- Packing up the venue at the end of fixtures

### Specific on Day Duties:

#### Setting Up

1. **Arrive at Downey Park at 7:30am and sign in at Saturday admin office.**
2. Collect the U7 & U9 Co-ordinator folder at Downey Park.
3. Collect the Rasey Park keys in the 'key cupboard' (labelled as "Rasey Park Canteen Keys") (note that canteen staff may collect these before you arrive at times)).
4. **Arrive at Rasey Park approx. 45 mins before the first match starts** aiming to open up facilities before players/families arrive.
5. Unlock the toilets, the canteen roller door and car park boom gate.

6. Set up the Coordinator table and notice boards:
  - arrange the match books in tray so that the coaches/managers can return their match sheets after their game the white copy (there will be a spare match book for teams that have forgotten their books).
  - place the current draw, field map and other marketing information on the notice boards and the table.
7. Set up PA system, and check the battery of the microphone/ test the hooter.
8. Put the ambulance sign on the ambulance gate and any witches' hats as required to ensure patrons cars don't obstruct ambulance vehicle access.
9. Place bins out with rubbish liners in them across the fields. Do a field check to make sure goal nets are correctly in place, no foreign objects on the field, that conditions are good to play on etc.
10. Liaise with the Junior Committee, Club Duty Volunteers and Canteen Staff where necessary

## During Games

11. Manage the game times, hooters and pre-game announcements. Games will be 2 x 20-minute halves with a 5-minute half time. Announce a 1 minute warning before each game and at end of half-time so teams start on time.
12. Be the point of contact for patrons, by answering questions, assisting players and supporters, handling any incidences / complaints.
13. Periodically patrol the fields to ensure patrons are following rules (e.g. no parents along the base line of fields, clubs providing umpires, coaches aren't double up on umpiring duties, only 3 boys on the field at one time per team etc.).
14. Periodically patrol the car park to ensure there are no obstructions.
15. Collect each teams' match sheets during the morning (team managers may need to be reminded to return these to the table). Check and highlights that all U9 teams have a fully-kitted goal keeper listed as per our rules. Remind managers to complete match sheet correctly if any errors e.g. to complete the win/loss/draw and score part of the match sheet, noted the GK for U9s and have crossed out any players who did not play.

16. With the Club Duty Officer, tick and flick the match sheets in the Match Secretary folder recording all players who played for that team on the day. Add any new players to the team list on this sheet, recording if a sub from another team or a first time/new registered player. If they are a new registered player on the day, complete the "New registration" form in folder so BWHA can record this registration.
17. Make announcements where necessary about rule reminders, returning match sheets, car parking issues, lost property etc.
18. Maintain the facility by emptying rubbish bins and checking the toilet facilities and re-stocking toilet paper, hand towel and hand wash when required. Sweep out toilets as required.
19. Coordinate with the club on duty to bring rubbish bins in and place bags into the industrial bin (canteen staff have the key inside).
20. Pack up the Coordinator table/chairs, along with the notice boards, ambulance sign, witches' hats and any other equipment used during the morning.
21. Pack up the PA system and ensure it is switched off.
22. Monitoring tidiness of Storage room each week (as access may be required by Groundsman/Staff during the week).
23. Ensure the park is left tidy, with no rubbish left.
24. Liaise with canteen staff about locking the toilets and car park boom gate.
25. Give keys to canteen roller door to canteen staff, **ensuring the padlocks are on the door. Check all locks on all doors twice before leaving the building.**
26. Drop off the teams' match sheets to the Downey Park Saturday office, sign off in staff book

## Packing Up

## General

27. Liaise with BWHA Staff for all questions, concerns or issues.
28. Let BWHA Staff know at your earliest convenience if you are sick (i.e. early Friday at latest) and unable to make Saturday morning to ensure alternative arrangements are made.
29. At times you may be required to assist Office Staff with wet weather events or game day incidences (e.g. providing information to Office Staff about the state of the grounds, or conflicts that may arise etc.).