**Position Description – Game Day Coordinator**

**Why consider this?**

The foundation of sporting clubs or associations is members who compete – either formally or socially. Whether a game, match, meet, fixture, event or tournament, it’s critical that you capture all tasks needed to ensure competition proceeds safely and effectively. This position description allows you to be clear about the tasks specific to your sport that allows any form of competition to go ahead.

To support volunteers involved, this role may need to be broken into smaller roles that several people can do.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Game day Coordinator (or Match Day Coordinator / Competition Coordinator) |
| **Reports to:** | <insert> |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Hours / time involved:** | <insert> |
| **Start date:** | <insert> |
| **Term:** | <insert> |
| **Location:** | <insert> |

**About <Club name>**

<insert>

**Purpose**

The role of the Game Day Coordinator is to ensure the smooth running of Club events

**Responsibilities**

Operational – pre and post competition

* Playing area is set up to the rules of competition and prior to competition commencement
* Competition tools (e.g. goals, posts, scoreboards) are in position, operational and safe for use
* Competitor Change rooms / changing areas are identified and available
* Safety hazards are identified and removed from competition and surrounding areas
* Post competition pack down and lock up is completed

Officiating

* Officials for the competition are identified and committed
* Facilities for officials’ use are identified and available
* Post competition lock up of any facilities is completed

Scoring

* Scorers (if required for your competition) are identified and committed
* Scorers briefed on use of Club-specific scoring systems

First aid / Sport Trainer requirements

* First aid stations are set up, properly stocked and available
* Sport Trainers / First Aid providers are identified and committed

**Personal Attributes**

* Personable and comfortable working with fellow volunteers, competitors and their family and friends on competition days
* Encouraging of others and be open to engaging others to assist in any duties
* Be a good role model and a positive image for the Club
* Have consistent availability for competition needs throughout a competition season

**Key Relationships**

* <insert>

**Essential requirements**

* Current, valid Working With Children Check

**Adjusting this role to meet volunteer needs**

This role can be adjusted to recognise different needs of a volunteer - such as availability, timing, size of role and flexibility needed.