



Broadmeadow Magic Youth Football Club

Committee Roles: Game Day Coordinator

Job Title:

Game Day Coordinator

Objective:

To be the operational lead person coordinating game day activities

Responsibilities:

- Ensure grounds are set up packed away to support play
- Manage volunteer labour in the setting up of grounds
- Coordinate with Canteen Lead on game day
- Manage provision game day equipment
- Monitor condition of game day equipment and make recommendations to Operation Committee re purchasing and maintenance
- Ensure ground signage is in place including game day fixtures
- Manage timing of game in accordance with relevant age groups
- Ensure referees are available for all games, use of older players from BMFC encouraged.
- Attend monthly club committee meetings.
- Ensure club meets the highest standards of presentation on game day

Accountability:

- Accountable to the Operational Committee.
- Provide a report of their portfolio for each committee meeting.

Essential Skills:

- Dedicated club person
- Outgoing personality.
- Effective communicator.

The estimated time commitment required as a Game Day Coordinator is approximately 4 hours per week, generally limited to game day.