# JOB DESCRIPTIONS 3

# **Ground Co-ordinator**

#### **Summary:**

Oversee, and assist, with the setting up of the playing fields and their subsequent restoration.

## Responsible to:

Vice President

### Responsible for:

Any volunteers allocated to tasks associated with the set up and dismantling of the material marking out the playing fields.

#### Role:

- 1. Prior to each home match check that each ground needed for the weekend is marked according to Union competition guidelines. Where problems arise liaise directly with the relevant contractor to resolve the matter.
- 2. Before any match is commenced each ground must be set up with all the safety equipment specified, including:
  - Goal post pads
  - Corner posts
  - 22m, half way and deadball markers
  - sponsorship signage
  - home, visitor and match official dressing room signage
  - spectator control measures
  - scoreboard
  - public address system
  - adequate refuse/garbage collection facilities
- 3. Supervise and assist with the dismantling and storage of all equipment
- 4. Organise a roster of helpers for each match day; liaise with the Volunteer Coordinator when additional assistance is needed.
- 5. Negotiate with the Volunteer Manager for the replacement, repair and maintenance of any material or equipment that does not meet OH & S standards

#### **Performance Measures:**

- The grounds allocated for matches each week are set up in accordance with local competition rules and ARU safety requirements;
- At the conclusion of the day all equipment is removed and safely stored