Wyndham Netball Association Inc.
No. A0059439E A.B.N 18 355 309 883
enquiries@wyndhamnetball.com.au
Eagle Stadium – 35 Ballan Rd, Werribee 3030

WNA Game Day Coordinator Job Description

Description

The Role

Game Day Coordinators report directly responsible to the Vice President.
The role is to ensure match day operations are conducted efficiently and safely throughout the season.

Responsibilities:

- To ensure all courts and surrounding areas are safe for the day's activities.
- Games are conducted in accordance with WNA's By Laws.
- Any incidents are dealt with promptly and in accordance with venue policies and WNA's By Laws.
- Supervision of all courts, including access control, court presentation, and the safe movement of players, spectators, and officials.
- Ensure teams, umpires and score benches are clean, in good condition, and placed in the correct position.
- Delivery of score sheets and match balls to each court, prior to commencement of each game.
- Collection of scoresheets after each game
- Emailing Registrar with the scoresheets after each game
- Monitor the use of photography and videography to those with appropriate approval and ensure they are in approved positions only.
- Ensure that teams, umpires, and spectators are provided with a safe, supportive environment during competition.

Set up outside courts:

- Portable scoreboards (main scoreboard cont.)
- Table and chairs (to be placed not impending on court or umpires)
- Switch on scoreboard (main)
- Set central timing.
- Open blinds and window
- Check speaker and buzzer.
- Check with CCM for goal posts for 9/U games on court.

Inside courts:

- Scoreboards are on
- Bollards around courts
- Signage on score benches
- Umpires table
- Teams are not warming up in walkways e.g. Around courts 3 & 4 (direct them to breezeway)

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Over the day:

- Check with scorers that they are having no problems correctly scoring and managing electric scoreboard.
- Effective communication with Umpire Coordinators.
- Clean up any areas (court/surround) if required.
- Spectators and players belongings are not impending on umpire's area, courts, or walkway.
- Make sure children are not on top of any bins.
- Court 8 – make sure nobody is impending on the people that have the booking before our time.
- Make yourself available/approachable for any questions – be able to give correct info, person, or procedure to deal with any query/question, and refer to umpire supervisor when necessary

End of day:

- Portable scoreboards, table and chairs are away (main scoreboard control)
- Turn off outside scoreboard.
- Make sure walkie talkies are on charge.
- All balls are away and accounted for.
- Umpires table.
- Signage on inside score benches is put away.

Other:

- Note down if any teams needed assistance scoring so you can keep an eye out for future reference.
- Note any incidences that happened over the day.
- Keep notes for yourself.
- Liaise with stadium staff regarding fan vents.
- With changeover of games, make sure teams/parents/spectators do not interfere with games in progress.
- Don't forget to check on court 8
- Make yourself known to coaches and club/team officials.

Required Skills:

- **Organizational Skills**: Ability to manage schedules, teams, and resources, ensuring all aspects of the game day (venues, equipment, etc.) run smoothly.
- **Communication**: Strong verbal communication skills to relay important information to coaches, umpires, players, and spectators.
- **Adaptability**: Flexibility to deal with unforeseen circumstances like weather issues or scheduling changes.
- **EFT handling**: Ability to accurately process transactions, including inputting amounts, issuing receipts, performing end-of-day reconciliation

Accreditation & Qualifications:

Essential

- Current Working with Children's Check that is linked to Wyndham Netball Association
- Completion of the Associations Child Safety accreditation, including completion of a designated child safety training unit, completion of the Association's Child Safety Declaration, and acknowledgement of the relevant Code of Conduct/s.