



POSITION DESCRIPTION

Position Title:	Ground Operations Manager	Category:	Committee Member
Job Description			
<p>The Ground Operations Manager is to manage the Club physical facilities (buildings and grounds) to ensure a high standard of safety and presentation for games, training and other activities conducted from time to time</p> <p>The Grounds Operations Manager will provide support to the Executive and 'Game Day' Ground Managers to ensure the efficient operation of the Club.</p>			
Knowledge & Skills Required			
<ul style="list-style-type: none">• Ability to supervise others• Well organised• Attention to detail• Good listener & ability to liaise with members of the Club in a friendly and welcoming manner			
Objective			
<ul style="list-style-type: none">• To manage the Club physical facilities (buildings and grounds) to ensure a high standard of safety and presentation for games, training and other activities conducted from time to time			
Responsibilities			
<ul style="list-style-type: none">• Assist other Committee members and 'Game Day' Ground Manager in their duties as required• Ensure the ground and surrounding areas are safe for the day's activities• Ensure the following works are completed:<ul style="list-style-type: none">○ Ground Set Up<ul style="list-style-type: none">▪ Set up playing fields for all games on Field 1 and Field 2▪ Setup should commence two (2) hours prior the first game starting (This would generally be 7:00am on Saturdays)▪ Use the Mini, Mod and International Set-Up Quick Reference Guides for on the day assistance▪ Pads on posts▪ Cones and/or markers to indicate boundaries; adjust for Mini/Mod/International age groups▪ Corner Posts in place and moved for Mini/Mod/International age groups▪ Set up and take down Mini Posts as required▪ Setup various post/pole safety pads▪ Take out Interchange/Timekeeper table, chairs and table equipment▪ Take out first aid kit, stretcher, esky/ice▪ Take out game bag with game balls, vests▪ Setup score board ready for Field 1▪ Set up various sponsor signage and put out the ground bins			

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- Requirements:
 - 6 volunteers – 7:00AM-9:00AM
 - 1-2 Board/Committee members
 - Set up volunteers should be from home teams playing first game
 - Pack up volunteers should be from home teams playing last game

- Facilitate Game Start Requirements
 - Ensure time sheets are ready and on table for Team Managers
 - Ensure referees are aware of their change room and the starting times for games
 - Liaise with Time keepers and assist with scoreboard if required
 - Ensure that there is a Ground Manager overlooking every game across both home fields

- Equipment Inventory
 - Ensure all Club, training equipment, game balls and jumpers owned by the Club are retained by the Club
 - Ensure all ground setup inventory is returned to storage areas at the end of the day

- Change Rooms, Club House Cleaning & Oval Rubbish Collection
 - Cleaning is required after every game day/weekend and/or training nights as necessary.
 - Rubbish collection is required following the completion of game day.
 - Change Rooms:
 - Cleaning includes Home, Visitors and Referees change rooms
 - Sweep all floors and remove rubbish
 - Empty change room rubbish bins into council wheelie bins ready for collection
 - Place any dirty towels, bandages or ice bags in the appropriate area or bin
 - Wipe down massage tables with disinfectant
 - Remove lost property and place in designated area in canteen
 - If required use hose to wash out any large quantities of mud or dirt from change room
 - Ensure showers are clean and taps are turned off
 - Ensure toilets are flushed, cleaned and replace used stock of toilet paper
 - Sweep and mop all tile floor with disinfectant
 - Club House:
 - Cleaning includes male/female toilets and equipment room
 - Empty all rubbish bins into council wheelie bins ready for collection
 - Wipe down all table tops
 - Ensure toilets are flushed, cleaned and replace used stock of toilet paper
 - Sweep and mop all tiles floors with disinfectant
 - Oval Rubbish collection
 - Pick up loose rubbish and place in council wheelie bins from all areas of the oval, ensure grassed areas and stadium seating areas are also cleaned

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<ul style="list-style-type: none"> ○ Requirements: <ul style="list-style-type: none"> ▪ Cleaning can be done through rostering teams on (recommended as it involves people in the club) ▪ If required it can be managed by someone for a 'token' small fee (usually a local retiree who given some pocket money) ○ Line Marking <ul style="list-style-type: none"> ▪ Ovals are required to be marked the Friday prior all games and as necessary ▪ All lines to be marked 'White' excluding the 40mtr lines which will be marked 'Red' using 'Duramark' paint from SupaTurf Pty Ltd - (+61) 02 6040 4808 			
Additional Notes			
Reviewed By:	Rick Palin	Date:	25 November, 2016
Approved By:	Glenn Starr / Michael Gremmo	Date:	7 December, 2016
Last Updated By:	Rick Palin	Date/Time:	25/11/2016 2:30PM
Office Bearer:		Term:	BOM 2016 Season
Signature:		Date:	