

# WNA Game Day Coordinator Job Description

## Description

### The Role

Game Day Coordinators report directly responsible to the Competition Manager. 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 .....
- 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 impeding 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 eg. Around courts 3 & 4 (direct them to breezeway)
- Make sure there are two scorers, one from each team.

### 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 impeding on umpire's area, courts, or walkway.
- Make sure children are not on top of any bins.
- Court 8 – make sure nobody is impeding 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.

**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.

**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.