



GROUNDS & EQUIPMENT MANAGER



All Executive, Management and General Committee Members are responsible for acting in a manner not to bring the Club or Association into disrepute and are to abide by all Club, Association and local District and W.A.F.C policies.

GROUNDS & EQUIPMENT MANAGER ROLE

Objective

- To manage the Club physical facilities (buildings, grounds and ovals) to ensure a high standard of safety and presentation for matches, training, events and other activities conducted from time to time
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Create a Game day roster with at least 2 Committee members on it so that the Club adheres to the insurance polices and Junior By Laws.
- Maintain and control the behaviour of club officials, players and spectators at all matches engage police or others as necessary to manage situations and ensure a safe environment is maintained for officials, players and spectators.
- Complete match-day checklist.
- Complete other checklists as required.
- Maintain a property ledger of all club equipment.
- Organise the oval line markings.
- Communicate equipment needs to the committee for decision on purchases.
- Stocktake all equipment at the start and end of season.
- Provide an equipment list for all team Coaches and Managers at the start of the season.
- Maintain equipment storage areas as to not pose a risk to the health and safety of club members, players, parents and visitors.
- Coordinate Grounds and Equipment Sub Committee.
- Committee members are to assist in Game Day Roster / Set Up.

Relationships

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with official Club suppliers & stakeholders
- Liaise with the Roster Coordinator and players to undertake change room clean cleaning, social room cleaning and rubbish collection

Piara Waters Pirates – Position Description				Grounds & Equipment Manager			
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Accountability

- Accountable to the Club Executive & Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide a report on portfolio operations to the monthly Committee meeting
- Committee members are to assist in Game Day Roster / Set Up.

Elena Mustard

President

Piara Waters Junior Football Club