7'S – POSITION DESCRIPTIONS: MATCH DAY

Imperatives
At all times the interest and welfare of the players comes first.

Suggested roles & responsibilities
Tournament Staff will be required to undertake the following match day roles:

1. Field of Play - Operations Manager

Tasks

- Coordinate, brief and resource Ground Mangers and runners
- Coordinate set up and pull down of all on-field equipment
- Liaise with TD and Administrator match day protocol changes/confirmations
- Liaise with coach and referee manager as appropriate
- Complete match day checklist for venue/area
- Assist ground managers with implementation of match protocol
- Oversee sideline management during match
- Oversee management of FOP; including medical, water carriers and ball boys
- Oversee collation & communication of match reports
- Oversee stocking and supply of match day resources with Ground managers/medical team
- Oversee medical treatment communication with various parties

Competencies

- Knowledge of Laws of the Game
- Knowledge of Tournament Rules
- Knowledge of Draw
- Operational planning and leadership
- Communication and task delegation skills
- Coordination of on-field medical treatment through match medical staff & external parties

2. Match Day Assistant (Ground Managers)

Tasks

- Set up and pull down of all on-field equipment
- Assist team managers with match protocol (pre, during & post)
- Sideline management during match
- Management of FOP; including medical, water carriers and ball boys
- Issuing and collection of FOP bibs and balls
- Collect, record and gain sign off of match reports
- Provide extra sub cards if required
- Ice and water provision
- Coordinate medical treatment communication with Match Doctor & external parties

Competencies

- Knowledge of Laws of the Game
- Knowledge of Tournament Rules
- Knowledge of Draw
- Communication and task delegation skills
- Coordination of on-field medical treatment through match medical staff & external parties

3. Match Day Runners

Tasks

- Assist in the management of teams pre, during and post match
- Provide documents to team management as required
- Collect match reports and other documentation and return to admin center
- Update scores through scoreboard and public notice boards
- Provide tournament information to teams and public
- Assist with provision of medical treatment as directed by ground Managers, Match Doctor & external parties

Competencies

- Knowledge of Tournament Manual
- Knowledge of Tournament Rules
- Knowledge of Staff Roles at Tournaments
- Knowledge of Tournament Venue
- Communication skills
- Knowledge of on-field medical treatment through match medical staff