

BRIARS HOCKEY ROLE OVERVIEW

SUMMER HOCKEY COMP – NIGHT COORDINATORS TUESDAY, THURSDAY & FRIDAY

Tuesday Coordinator: 6pm – 9pm – 8th October – 3rd December (exact times TBC)

Thursday Coordinator: 6pm – 9pm – 10th October – 5th December (exact times TBC)

Friday Coordinator: 5:30pm – 9:30pm – 18th October – 13th December (exact times TBC)

Location: Cintra Hockey Field

Tuesday & Thursday Wage: \$540 = \$60 per night for 9 weeks

Friday Wage: \$675 = \$75 per night for 9 weeks [must be over 18 and have a valid RSA]

Main Duties & Responsibilities:

Clubhouse Management

Set Up

- Get Clubhouse keys from lock box in Control Room, and open the change-rooms, toilets, clubroom and canteen. Give the clubhouse a tidy and set up bar tables and stools.
- Open all Shutters and bi-fold doors, and put some red plastic chairs out the front.
- Put out rubbish and recycling bins.
- Turn the scoreboard on, main power board in the uniform storeroom.
- Water the pitch and turn on the field lights.
- Make sure the boards are set up, and neat along the halfway line and 4 x goals are on the sidelines – if for any reason they are not work with the teams to set them up.
- Put the whiteboard with draws displayed out the front for teams to refer to.

Pack Up

- Check the clubhouse, field, change rooms and stairs clearing rubbish and lost property.
- Shut bi-fold doors and bring in all red chairs and garbage bins.
- Turn off the scoreboard on the main power board.
- Empty rubbish bins and replace garbage bags.
- Pour out dregs from bottle recycling and place bottles into the storage bags in the equipment storeroom.
- Lock Change-rooms, Toilets, Canteen and Clubroom Place Clubhouse keys back in key safe in Control Room.
- Turn off pitch lights and close Control Room

Game Coordination

- Keep the night on schedule by coordinating game start/break/finish times. Use the scoreboard to time matches.
- Put out 4 x playing bibs for the kicking backs on each team.
- Support players/teams as required locating their field and opposition.
- Umpire Coordination
 - Make sure all umpires are on the field when scheduled – if they are not find someone to umpire the match (can't be the coordinator).
 - Hand our result record slips to each umpire and collect them after each game.

- Pay umpires their \$20 game fee at the end of their match. Cash will be available in the till.
- Submit game results to Nicola – either photograph result slips or message/email scores for each match.
- If first aid is required provide ice and the clubs first aid kit.

Canteen Operations

- Ensure the fridge is fully stocked with beverage options
- Check that the snack cabinet is stocked with lollies, chips, cookies etc, stock if required.
- Sell drinks and food using the POS system to record purchases. DO NOT SELL OR STOCK ALCOHOL IF YOU DO NOT HAVE AN RSA.
- Wipe down benches, wash up and stack dishwasher if required.
- HOT EVENINGS – Free Zooper Doopers are in the back freezer for young kids

Friday Night Coordinator - Special Requirement:

It is essential that the Friday night coordinator is 18 years or older and has a valid Responsible Service of Alcohol qualification.