



Position Description

Kotara South Football Club

April 2025

Role: Match Day Officer

Document Category: PD

Document Control: Version 1

| Version | Date | Author | Owner | Approval | Remarks |
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| 1.0 | March 2025 Updated 07 April 2025 | Fiona McLean | Kotara South Football Club | KSFC | |

Introduction

KSFC is a volunteer community-based football club.

Purpose & Scope

The Match Day Officers would assist players, parents, and visitors on game days. This role would provide hands on support to the Gear Co-ordinator, Miniroos Co-ordinator, Comp Co-ordinator, Game Leader's Co-ordinator and other Committee members at Nesbitt and Lugar Parks on Saturdays.

On game day Saturdays there will be 2 shifts, 7:00-11:00 and 11:00-2:00.

Responsibility

On the field during game days, Match Day Officers would assist players, parents, and visitors with things such as.

- Be the first point of contact for general inquiries (e.g., toilet locations, field allocations, lost property).
- Assist teams who are the last to play on the fields with pack up
- Assist Morning Set-up Crews with setting up fields before games commence and with reconfiguring fields where needed. eg. In 2024 at Nesbitt, the U8/U9 goals had to be moved from main field to side fields after the 8:30am game)
- Ensure that pack-up is done by the home teams who have pack up duty.
- Direct teams on where equipment is to go, or where to find equipment on match day.
- Print and distribute the game run sheet by 8:00 AM.
- Direct teams to their designated playing fields.
- Provide minor first aid and call emergency services if necessary.

- Provide support for game leaders when the game leader coordinator is not on site.
- Provide support and direction for the duty officers
- Report any equipment damaged that would require replacement to the Gear Coordinator.

Definitions

| Acronym | Definition |
|---------|----------------------------|
| KSFC | Kotara South Football Club |

Knowledge, skills and behavior

- Friendly and approachable with strong communication skills.
- Reliable and able to manage small tasks efficiently.
- Comfortable working outdoors.
- Able to deal with pressure situations, if they arise.
- Good organisational skills
- Ability to provide support
- **must hold a valid NSW Working With Children Check**