



Job title: Team Sheets & Results Officer

Hours: 1 hour per week

Location: Home, Nesbitt, Lugar on weekends

Works closely with:

Mixed Competition Coordinator; Female Football Coordinator

Purpose of the position

Ensure that all home competition games have the correct team sheet present, upload all home game scores, and return all team sheets to Macquarie Football Association.

* This role would be most suited to having two people share it. This would increase the likelihood that there is always somebody available to cover it.

Key responsibilities & duties

- Receive all team sheets from the football association
- Check against the online fixture list that all required team sheets are received.
- Manage the distribution of team sheets prior to each home fixture. Monitor fixtures for any re-scheduled washouts, and any midweek fixtures.
- Collect all team sheets following each day of fixtures, ensuring all are present and scores have been completed.
- Upload the score into the "GameDay Passport" website/app within 24 hours of the fixture.
- Return by post all team sheets to Macquarie Football within 72 hours of the fixtures (generally post in bulk every Monday, apart from any midweek games). Club Executive will provide pre-paid A4 envelopes.

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
Collating and organising team sheets	20%	Attention to detail Organisational and filing ability	Must have
Distributing and collecting team sheets throughout the season	70%	Organisational skills to manage team sheet delivery prior to each fixture. Will require availability each week including on weekends for brief periods of time to drop off and pick up sheets (eg. early morning, late afternoon) May need to liaise with some team coaches to ensure team sheets are collected (eg. Friday nights)	Training provided Must have Training provided
Uploading fixture results into the GameDay Passport website/app	10%	Diligence, timeliness, attention to detail. Requires only basic computer / device skills	Must have Training provided