



## **Westlawn Tigers Football Club Position Description – Ground Controller**

### **JOB TITLE:**

Ground Controller

### **OBJECTIVE:**

To manage the club's home Grounds to ensure the fields are safe for all participants.

### **RESPONSIBILITIES / TASKS:**

- Liaise with council to ensure the grounds are mown every week during the season
- Ensure all fields are clearly marked including technical areas for competitive fields and all exclusion zones in accordance with Football Federation of Australia Guidelines
- Ensure all equipment used for line marking is in good working condition
- Ensure the club has ample supply of lining marking paint supplied by local council
- Assess fields post wet weather and decide if fields remain open or are closed for both training and game days
- Liaise with North Coast Football regarding any ground closures.
- Liaise with both the club secretary, social media coordinator regarding any ground closures for training or on game day so they can advertise closures to club members and other clubs

### **RELATIONSHIPS:**

- Reports to the President, Treasurer, Secretary and General Committee
- Liaise with North Coast Football with wet weather cancellation:-
  - If cancellation is being advised Monday to Friday before 4.30pm, contact North Coast Football Office on (02) 66 51 2159 and advise the Club's Home Ground is closed. North Coast Football will advise:
    - (a) visiting team(s);
    - (b) referees;
    - c) post notice to NCFZ website; and
    - (d) advise relevant media.
  - If the home / host Club's ground is unsuitable for play after 4.30pm midweek, it will be the responsibility of the home / host clubs to:
    - (a) advise all visiting teams;
    - (b) advise referees;
    - (c) advise media;
    - (d) advise NCFZ wet weather coordinator
  - After 4.30pm on Friday, the Home Club will be responsible for:
    - (a) Advising all visiting Clubs of the Ground Closure. Refer to the Affiliated Clubs Executive Listing for the Wet Weather Contact details on North Coast Football website [www.northcoastfootball.com.au](http://www.northcoastfootball.com.au)



- (b) Contact the designated Referees representative
- (c) Contact NCFZ wet weather coordinator advising of the cancelled fixtures
- (d) Contact Website Administrator advising of cancellation

#### **ACCOUNTABILITY:**

- The Ground Controller is accountable to the President, Treasurer, Secretary and General Committee.
- The Ground Controller must report any wet weather ground closures to North Coast Football, club secretary, website and Facebook administrator as soon as possible once decision has been made

The estimated time commitment required as the Ground Controller is up to 3 hours per week

#### **ESSENTIAL SKILLS:**

- Enthusiastic and well organised.
- Ability to work in a logical and orderly manner.
- Effective time skill management.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure

#### **DESIRABLE SKILLS:**

- Able to make minor repairs on equipment