

VENUE MANAGER – ROLE DESCRIPTION & DUTIES

Description

This role is an integral member of the Kanga Cup workforce. They will be responsible for the running of the individual venue they are assigned.

This includes:

- ❖ Managing the Venue Assistant and Result Manager
- ❖ Acting as the key point of contact for all venue/competition correspondence
- ❖ Providing customer service and team leadership throughout the week

Duties

At the START of each day

Arrive at the ground at 7:45am to:

- ❖ Unlock toilets and dressing rooms and check that they are clean
- ❖ Place rubbish bins around the grounds
- ❖ Perform a ground check to ensure that:
 - ❖ Goals, nets, flags and pegs are in place, clear of dangerous items
 - ❖ Signage is placed in correct places (KC Technical Area, Official Venue, Referees, First Aid, Ground Map, Notice Boards)

VENUE MANAGER CONTINUED

DURING each day

Liaise with the Referee Coordinator to ensure that games start promptly

Inspect grounds, remove rubbish and/or dangerous items

Deal with any player or spectator problems as required

- ❖ During the games check that spectators are located at least 1m away from the pitch and that teams clean their area at the end of their game

Report any ground issues to the Grounds Coordinator (e.g. blocked toilets, electrical/water problems, ground markings)

At the END of each day

Ensure that all services are locked and grounds clear

Injuries / Medical First Aid

Contact the First Aid Team; liaise with first aid team and assist where necessary

Report any serious incidents through a written incidents report and inform the Volunteers Manager