

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 Assistants 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. 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 Managers Cont.

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 about 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)
- **Venue Assistant or Venue Manager to accept match cards and enter details**
 - Any problems or questions regarding Sporting Pulse – contact CF Office on 6260 4000

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

At the END of each day

- Ensure that all services are locked and grounds clear