



Kanga Cup Workforce – Venue Manager
July 2025

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| Position | Kanga Cup Venue Manager |
| Reports To | Event Manager – Jyotika Singh Workforce Manager – Keinan Sluce |
| Company | <p><u>Capital Football</u></p> <p>The governing body of football in the Australian Capital Territory and a member of the national association, Football Federation of Australia.</p> <p><u>Kanga Cup</u></p> <p>The Kanga Cup is the largest youth football tournament in the Southern Hemisphere, attracting over 350 teams from Australia and overseas. It is conducted in July over a week in Canberra. The Kanga Cup was also presented with the 2017 Minister for Sport and Recreation’s Award for Event Excellence.</p> |
| Overview | <p>The role will be conducted during the week of Kanga Cup 14th – 18th July. The Kanga Cup Organising Committee (KCOC) will also provide successful candidates with an information session and training before the event.</p> <p>The role will involve overseeing the operational aspects of a specific venue used for the tournament, through working with clubs, referees, and other volunteers to ensure the venue is run professionally and all teams are provided with what they need.</p> |
| Key Responsibilities | <p>This role is the first point of contact for all team enquiries at a venue for the Kanga Cup. The primary tasks will centre on communications, people management, time management and delegation.</p> <p>Description</p> <p>This role is an integral member of the Kanga Cup workforce. They will be responsible for the management of the individual venue they are assigned.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Managing the Venue Assistant and Results Manager • Entering scores on Dribl • Key Point of contact for all venue/competition correspondence • Providing customer service and team leadership throughout the week |



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| | <p>Duties</p> <ul style="list-style-type: none">• At the START of EACH DAY• Arrive at the ground by 7:30am until pickup:• 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• Tent set up and signage in place in correct places (KC technical area, official venue, referees, first aid, ground map, notice boards) <p>THROUGHOUT THE DAY</p> <ul style="list-style-type: none">• Liaise with the Referee Coordinator to ensure that games start promptly• Enter scores on Dribl (can use the help of the Referee Coordinator where required) then click the picture of every matchsheet and upload it on the group as soon as the scores are entered on Dribl.• 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 the game• Report any ground issues to Equipment and facilities manager (e.g. blocked toilets, electrical/water problems, ground markings) <p>AT THE END OF THE DAY</p> <ul style="list-style-type: none">• Ensure that all tents and signage are locked, and grounds are clear• Fill out venue manager report:• Give physical match sheets to Capital Football staff member. <p>Injuries/medical first aid</p> <ul style="list-style-type: none">• Contact St. John First Aid team; liaise with first aid team member at the venue and assist where necessary <p>Report any serious incident</p> |
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| Communication | <p>WhatsApp</p> <p>WhatsApp will be our main communication platform across KCOC, staff and volunteers. Groups will be made this week for Multiple different threads</p> |
| First Aid and Emergencies | <p>There will be First Aid (St. John) situated at each venue and they will be responsible for any first aid to be administered. The Venue manager will be responsible for helping St. John if required.</p> <p>In the case of a severely injured player:</p> <p>The game should be stopped, 000 called and all adjacent games in which could harm the injured player stopped as well Kanga Cup staff should not try and move or administer any form or treatment and wait for the paramedics</p> <p>In any situation where emergency services are called, the Event manager must be notified</p> <p>In any instances where first aid is required, the Venue manager is required to fill out an incident form.</p> |
| Ideal Candidate | <p>To be successful in the role, you must be able to demonstrate the following:</p> <ul style="list-style-type: none"> • Good verbal communication skills • Ability to take initiative and problem solve • Good interpersonal skills and the ability to work well with others, particularly new people • Understanding of safety as it applies to all stakeholders • Experience in supervising staff is preferable <p>To register your interest, follow the link here: https://kangacup.com/kc2020/join-kc-team/</p> |
| Contact Information | <p>If you have any questions, please feel free to contact us visa 0261892222 or info@kangacup.com</p> |