

## MATCH DAY OFFICIAL POSITION DESCRIPTION

<b>Version: 1</b>	<b>Reviewed on: 31/10/2022</b>
<b>Responsible Person: Charlene Smith</b>	<b>Approved by Board on:31/10/2022</b>
<b>Position: President</b>	

### APPLICABILITY

This policy applies to all Board, Sub Committees, Affiliated Members and their Members. All volunteers, spectators and other participants of Success Netball Association Activities.

### CHANGES TO THIS DESCRIPTION

This Policy may be cancelled, amended, or supplemented by the Association as and when it sees fit. Any variation will be emailed to Clubs and Entity Teams by the Association and uploaded to our website. The Association will review this policy on a regular basis to ensure that it remains effective in supporting the objectives and strategic direction of the Association, and to ensure ongoing best practice.

### INTENT OF DESCRIPTION

The primary purpose of this position is to ensure that the facility is ready for competition and support the Competitions Committee with the smooth running of game day.

The Match Day Officer is appointed by the club on Duty each Friday Night and Saturday during the Winter Season.

Position Title: Match Day Officer  
 Reporting To: SNA Board / Competitions Committee  
 Officer Hours: Friday during Winter Season 4 pm to 7 pm  
 Saturdays During Winter Season 7.15am to 3.30pm  
 Appointment: Clubs to appoint on their Duty Roster Days  
 Location: Success Sporting Facility, Hammond Road, Success WA 6164

### RESPONSIBILITIES AND DUTIES

- Report to SNA Office at 7.15am on competition day
- Distribute Post Pads to all courts required
- Regular checking of toilet facilities to ensure toilet paper is filled and facility is clean and tidy during the day
- Report any maintenance issues that may occur during the day eg, toilet is blocked, report it and close it off, drain gate is missing between a courts 5 - 7, report it and cover with orange cones
- Liaise with SNA Board and Development Committee during the day
- Report any issues that may arise during competition to an SNA Board member immediately
- Ensure the facility is maintained during the day in a safe and orderly manner



Success Netball Association  
359 Hammond Road, Success WA 6164

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### **ESSENTIAL QUALIFICATIONS**

- Affiliated to SNA through a club

### **RELATED DOCUMENTS**

[Duty Roster](#)