



## POSITION DESCRIPTION

### AFL INDEPENDENT SCHOOLS GROUND MANAGER

<b>Overview</b>	Responsible for the match-day delivery of the AFL Independent Schools competition.
<b>Key Relationships</b>	<p><b>Reports to:</b> AFL Independent Schools Coordinator</p> <p><b>Other Key Relationships:</b></p> <ul style="list-style-type: none"> <li>• Independent Schools Match Day Contacts</li> <li>• SJ Host Club personnel</li> <li>• Sports Medicine Australia</li> </ul>
<b>Job/Task Profile</b>	<ul style="list-style-type: none"> <li>• Welcoming and acting as a liaison for Independent Schools prior to and during the season.</li> <li>• Liaise with host GSJ club in week leading up to match-day to ensure access to ground, operate scoreboard, siren, goal post pads etc.</li> <li>• Ensure that marquees and signage (i.e. Play AFL banners) are properly erected prior to game</li> <li>• Place out chairs as required</li> <li>• Ensure goal umpires are provided by each competing side and have appropriate flags and scorecards</li> <li>• Ensure Coaches and Team Managers wear their identification bib on match day.</li> <li>• Provide footballs to umpires</li> <li>• Ensure all equipment (including a stretcher) for conducting the game is available before the game.</li> <li>• To ensure the ground is set-up through the movement and placement of goal posts and padding and the interchange area.</li> <li>• Ensure a copy of the current Rules and a copy of the current AFL Laws are available for all games.</li> <li>• Have available a spare set of Yellow &amp; Red cards.</li> <li>• Perform the time keeper role.</li> <li>• Check the availability of Goal Umpires, Boundary Umpires, Interchange Officials and time-keeping Officials.</li> <li>• Receive any formally submitted objections, protests or complaints from Officials of Schools.</li> <li>• Wear a distinctive vest with the title 'Ground Manager' printed on the back so as to be easily identified.</li> <li>• Ensure the provision of an accredited sports trainer (Sports Medicine Australia).</li> <li>• Be responsible for the Resource Kit bag.</li> <li>• Provide water for the Field Umpires at each break.</li> <li>• Accompany the Umpires on and off the ground and to and from the Umpire's rooms at breaks.</li> <li>• Ensure Umpires review both team sheets for inclusion of all jumper #'s</li> </ul>

and then sign the sheets. (noting that both Clubs' are to retain both home and away team sheets plus appropriate score cards).

- Retain the umpire team sheets.
- Check where appropriate completion of Umpire paperwork and ensure the information is correct.
- Submission of Umpire Match Reports and Player reports will be the responsibility of the Umpires.
- Ensure that both teams are aware where the interchange area is.
- In appropriate circumstances, ensure that the Field Umpire is aware that a stretcher is needed on the field, noting that the Umpire shall then stop play at the first opportunity. The Ground Manager should also ensure that a phone is available to call an ambulance if required, and that an area is established for ambulance entry.
- In the event of a possible serious injury (e.g. neck), we dissuade any football Official from moving the injured Player and to wait for an ambulance. NOTE: The game will not continue until qualified medical personnel have removed the Player from the field. If the game is abandoned and the playing time of the game played is greater than two (2) quarters, then the final scores will be taken as that at the scheduled FINISH TIME. If the playing time is less than two (2) quarters and if the Coaches cannot agree on final scores and a winner, the game will be postponed and rescheduled if possible.
- In the case of the above, the ground manager shall ensure they receive a completed report on the day from the SMA Official and scan that through to the Competition Manager as soon as is practical after the match day.
- In the event of dangerous weather (e.g. lightning or hail) or other life threatening events, terminate the game. NOTE: If the playing time of the game played is greater than two (2) quarters, then the final scores will be taken as that at the scheduled FINISH TIME. If the playing time is less than two (2) quarters and if the Coaches cannot agree on a final scores and a winner the game will be postponed and rescheduled if possible.
- Keep a check on the behaviour of all Officials and supporters and to issue warnings for any misconduct or behaviour that is contrary to the spirit of the game. NOTE: This process should be completed by Officials of the School involved after the Ground Manager has advised an Official of the offending School. It is not the intent that a Ground Manager should be confrontational or assume direct responsibility for behaviour management. In the event that an offence is deemed reportable, the Ground Manager must obtain signed statements from witnesses and obtain any other relevant material, such as video footage. Such reports must be substantiated in this manner.
- Collect all required paper work, including team sheets and scorecards
- Provide a faxed or electronic report to the AFLGSJ of any substantiated misconduct by supporters or Club Officials **within twenty-four (24) hours** of the game's completion.

It is recommended that the Ground Manager resources be located on the wing, 5 metres from the field of play, in between Coaches boxes.

There will be general pre-match and post-match activities on a weekly basis including providing a match report and photos for media purposes, liaising with Independent Schools, and other tasks from time-to-time, where required.

<p><b>Key Selection Criteria</b></p>	<p><b>MANDATORY</b></p> <ul style="list-style-type: none"> <li>• Ability to work autonomously and to schedule</li> <li>• Availability outside working hours and on most weekends</li> <li>• Strong people skills</li> <li>• Proven time management skills</li> <li>• Experience working in an administration capacity and with the suite of Microsoft computer applications</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of the Australian Rules football industry</li> <li>• Prior experience in a ground management role</li> </ul>
<p><b>AFL Values</b></p>	<p><b>Play to Win</b>  We rise to every challenge and do what we say we will do – we own the outcome. We thrive on pushing the boundaries beyond what we have done before to achieve the extraordinary for our people, fans, partners and the community.</p> <p><b>Play Fair</b>  Respect, integrity, honesty, empathy and a great work ethic earns us the right to play.</p> <p><b>Play with Passion</b>  We love what we do. Passion, energy, fun and perseverance is at the heart of our sport and is what drives how we work.</p> <p><b>Play as One Team</b>  We work as one team because together we achieve better outcomes. We bring out the best in each other by embracing our diverse range of ideas, skills and backgrounds to achieve individual and shared success. We celebrate our wins and always have each other's back.</p>