

## **PROCEDURE OUFC- PD 008**

### **Ground Steward**

#### **1 PURPOSE**

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Ground Steward of OUFC.

#### **2 SCOPE**

Controlled documents include, but are not restricted to:

- Working with Children Forms
- Criminal Record Check Forms

Documents may be printed or in the form of computer data.

#### **3 REFERENCES**

Club Constitution  
OUFC PD Football Director 005  
OUFC 002 Executive Committee

#### **4 RESPONSIBILITY**

Ground Steward	The Ground Steward is responsible for all matters relating to the preparation and conditions of the fields and field equipment.  Support the Executive in encouraging the club members to adhere to and follow the Constitution and Policy and Procedures.
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#### **5 DEFINITIONS**

Club: - Ourimbah United Football club  
Committee: - The elected members of the managing body of the OUFC

## **6 ACTION / METHOD**

### **Personnel and Technical Skill Requirements**

- 1) Demonstrate an understanding of the Game of Football, especially field layout and set-up.
- 2) Demonstrate communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stakeholders. Strive to continually improve communication processes within the Club.
- 3) Maintain resources and Records to professional industry standards.
- 4) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 5) Encourage all members of the Club to observe the code of conduct.
- 6) The duties of Ground Steward shall include but not limited to;
  - \* Ensure that all home playing fields are fully prepared, marked out and that all necessary equipment is in place prior to the commencement of matches.
  - \* Ensure that all equipment is securely stored each day at the conclusion of matches.
  - \* Be responsible for the safekeeping and maintenance of all goal nets.
  - \* In conjunction with the Equipment Officer, ensure all equipment required for grading and trial is transported to the relevant ground.
- 7) Where possible, attend all official functions and major events of the Club.
- 8) The Ground Steward shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

## **7 ACCOUNTABILITIES**

The Ground Steward is accountable to the Football Committee and the members for the actioning of their duties and their professional conduct.

## Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

## External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.



## Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original