

## Game Day Convenor

### Game Day

Arrival at 9am or 1 hour before first game & finish @ 5pm.

Set up convenors station, lay out containers (7 items ) on tables accessible to teams.

Unlock equipment storage area

Ensure surroundings/grounds are clean and council bins are out

Assist with information to find correct fields/ score sheets.

Assist with queries/complaints and direct them to the responsible club contact/resource

Compile scores and enter results.

Coordinate & provide first aid, ice is available at canteen.  
Convenor requires first aid credentials?

Assist umpire coordinator with any queries

Ensure cones are retrieved, all equipment away, pack up convenors station

Ensure grounds are clean of rubbish & council bins are back in storage

Ensure the toilets, umpires room & equipment storage are locked and secure.

Report any damage or faults to council (or WHA council delegate)

## Pre & Post Game Day Activities

### Pre Game Day

- print out score sheets
- print out draw
- Assemble folders ie score sheets, red/green frogs etc
- Maintain supplies of red/green frog lollies & vouchers
- Maintain first aid kit for required items

### Post Game Day

Enter results

File score sheets for reference during the season

Respond to questions regarding score discrepancies

Respond to requests for match sheets, required for insurance purposes and direct them to the correct link to get there claims processed.