



Drouin Dragons Soccer Club
Position Description – Match Day Coordinator

JOB TITLE:

Match Day Coordinator

OBJECTIVE:

To ensure home match day soccer operations are conducted smoothly throughout the season

RESPONSIBILITIES:

Match Day

1. Open Pavillion and prepare pitches for Game Day
2. Ensure the ground and surrounding areas are safe for game activities
3. Ensure the Team Marshals are organised and understand their role during match days
4. Ensure goals / nets are tied down satisfactory with large pegs / sand bags
5. Ensure Corner Flags are removed on pitches and put away in Storage Shed at the end of the day
6. Meet and Greet Referees and offer to walk the pitches with them for pitch inspection
7. Receive feedback from Referees regarding pitch inspection and complete tasks as requested. For instance, fill pitch holes with sand, tie down goals etc
8. Ensure Game Balls are available and inflated correctly for the Referee
9. Support Canteen / Bar Service / Rubbish removal from Function Room and Canteen as required and available to help without impacting the Match Day Coordinator primary tasks
10. Liaison between Team Marshals
11. Traffic Management in front of the Pavilion
12. Ensure no rubbish is left behind on and around the pitches and ALL Equipment is packed away
13. Act as the overall Game Day Marshall
14. Complete report (as required) for any incidents during the day
15. Be the First Level escalation point for Team Marshalls. Further Escalation is to an Executive Committee Member
16. Speak to Spectators if they are not adhering to Spectator Behaviour Policy
17. Speak to Coaches if they are not adhering to Coach Behaviour Policy
18. Ensure Game Day balls are cleaned and packed away
19. Ensure Stretchers are located on both sides of the pavilion and on all pitches
20. Close Pavilion and Changerooms after the last game of the evening
21. Advise visiting teams and Referees of Pitch Allocation either via whiteboard or verbally

Referee Coordination

1. Ensure Referees are ready to commence their allocated games
2. Ensure Referees and Assistant Referees have everything (flags, etc) they need to officiate the match

RELATIONSHIPS:

1. Liaises with the General Manager, Executive Committee and Game Day Volunteers such as Coaches, Marshalls, Referees
2. Works closely with the Drouin Dragons Equipment Manager, Referee Coordinator and Facility Manager

ACCOUNTABILITY:

1. Reports to the General Manager and indirectly to the Executive Committee

ESSENTIAL SKILLS:

1. Enthusiastic and well organised.
2. Be familiar with Club Behaviour Policies

DESIRABLE SKILLS:

1. Willing to learn new skills if necessary.

REMUNERATION:

The estimated time commitment required as a Game Day Coordinator is:

Overall estimated hours:

Home Game Days which could be full Sundays from 8am to 5pm depending on number of games scheduled. Smaller Game days are generally from 8am to 12pm. There is usually a few evening games scheduled throughout the season. In 2026, U12 games are scheduled for Saturday mornings.

Remuneration is based on an Hourly Rate and Invoiced Monthly to Drouin Dragons SC

All hours that are to be invoiced MUST be approved by the General Manager prior to commencing the work

Game Day Coordinator will also receive:

1. DDSC Maroon Polo
2. DDSC Hoodie
3. DDSC Beanie
4. DDSC Cap
5. Flouro Vest

These are to be worn while performing this role to ensure the Game Day Coordinator is identifiable to the members of the public at Bellbird Park.

This position may require evening and weekend work, depending on the schedule of events and activities at the club.

The Game Day Coordinator may be required to perform physical tasks, such as lifting and moving equipment, as part of their duties