

## Job Description



<b>Academy Match Day Co-ordinator Professional Development Phase (Saturday)</b>	
Responsible to	Academy Manager
Report to:	On match days report to the Academy Manager; Head of Coaching or Phase Lead Coach on duty.
Purpose of the role	Reporting for Academy home games only – To ensure the smooth, effective running and safe operation of the Academy games programme on Saturday morning's (or appropriate day/time) for the Professional Development Phase and on Sunday morning's (or appropriate day/time) for the Foundation and Youth Development Phase games programme.
Main Duties:	<p><b>Professional Development Phase games (Saturday or relevant day)</b></p> <ol style="list-style-type: none"> <li>1. Arrive promptly at the home venue 90 minutes before kick-off so that you have an adequate period of time (before everyone starts to arrive) to ensure that both teams and the match officials changing rooms are open and clearly identified by the means of a sign on each the changing room doors.</li> <li>2. Be visible – wear Match Day Coordinators fluorescent jacket if available.</li> <li>3. Ensure that goals and goal-netting are correctly and safely secured identifying if there are any safety issues or concerns.</li> <li>4. Ensure that all corner flags are put in to position before the game.</li> <li>5. Rope off/ secure the touchline/area behind the coaches so that spectators are not able to encroach around the technical areas and subs bench thus allowing the coaches to work in privacy.</li> <li>6. Put up the relevant signs directing spectators to the designated viewing area which is the opposite touchline to the coaching/medical staff.</li> <li>7. Put up signs directing spectators to the spectator's male &amp; female toilets which for child protection reasons cannot be the same toilets that the players will be using.</li> <li>8. 90 minutes before kick-off, meet staff and players from both teams and direct them to their changing room.</li> <li>9. Meet and greet the match officials and direct them to their changing room.</li> <li>10. Ensure that all staff (home &amp; away) and match officials are provided with a hot drink as soon as they arrive.</li> <li>11. Meet &amp; greet any scouts from other professional football clubs, ensure that they show their scouts identification badge and that they sign the scouts' attendance register. Direct the scouts to the appropriate viewing area where they will observe the game.</li> <li>12. For security reasons and to prevent any theft, once the game starts, ensure that the home, away and match officials changing rooms are locked.</li> <li>13. Unlock the changing rooms 2 minutes prior to half time and ensure that staff and match officials have a drink of tea/coffee during the half time break.</li> <li>14. Once the teams and match officials go out for the second half, again for security, lock the home, away and match officials changing rooms.</li> <li>15. Reopen all changing rooms 2 minutes before the end of the game and ensure that staff and match officials have a drink of tea/coffee after the game.</li> <li>16. Once players and match officials have changed and vacated the changing rooms, go in and check the changing rooms, sweep clean and put any rubbish, drink bottles etc in the bin provided.</li> <li>17. Ensure that no match kit or equipment is left in the changing room.</li> <li>18. Once clean, lock the changing rooms.</li> </ol> <p>end</p>

	<ol style="list-style-type: none"> <li>19. Check away changing rooms and when empty put the roller shutter door down and lock at entrance to sports hall reception.</li> <li>20.</li> <li>21. Arrive promptly so that you have an adequate period of time to open up the 'walk through' pedestrian gate to St Lawrence Academy, school reception area, the changing rooms and gates to the field before parents/players start to arrive.</li> <li>22. Allocate changing rooms to the teams and referees and ensure that signs are put on the changing room doors.</li> <li>23. Put 4 corner flags in each of the home changing rooms.</li> <li>24. Ensure the gate to the pitches is unlocked at least 1 hour before kick-off.</li> <li>25. Unlock the emergency services access gates at least 1 hour before kick-off.</li> <li>26. Unlock the goals and fix chains and padlocks to the fence.</li> <li>27. Put out signs that direct players/parents to changing rooms/toilets and the school canteen where parents are able to get hot food and drink.</li> <li>28. Be visible – wear Match Day Co-Coordinator's fluorescent jacket if available.</li> <li>29. Stand outside the school main reception and meet and greet the opposition staff on arrival from the car park and show them to their changing room.</li> <li>30. Provide the opposition staff with a hot drink (and any FA/EFL representatives) from the academy office.</li> <li>31. Ensure that all visiting talent scouts from other clubs sign in the attendance register.</li> <li>32. Direct Away Coaching staff, parents and players to the pitches – for their safety - send them around the sports hall and past the astro turf pitch and not via the car park entrance.</li> <li>33. 10:00am - lock all changing rooms once players have gone across to the pitches.</li> <li>34. If parents need toilets direct them to the school canteen where male and female toilets are available.</li> <li>35. 11.45am - Return to the reception area and unlock the changing rooms once the teams start to return from the games.</li> <li>36. Remind the coaching staff that they are responsible for ensuring that their changing room is left in a clean and tidy condition.</li> <li>37. Check the changing rooms; report any age group or visiting club that leaves litter in the changing rooms to the Lead Phase Coach/Head of Coaching.</li> <li>38. Ensure that no SUFC match day kit is left in the changing room.</li> <li>39. Lock the grey door to the home changing rooms when all are empty.</li> <li>40. Check away changing rooms and when empty put the roller shutter door down and lock at entrance to sports hall reception.</li> <li>41. Lock the external school main gates.</li> <li>42. Report any issues to the Phase Lead Coach/Head of Coaching.</li> </ol>
Liaise with:	<ol style="list-style-type: none"> <li>1. Phase Lead Coaches</li> <li>2. Home &amp; Away Team Coaches</li> <li>3. Parents and players</li> <li>4. Physio</li> <li>5. Referees</li> <li>6. External agencies such as EFL/FA/ Scouts from other clubs</li> </ol>

