

Job Description

2020-21



Academy Match Day Co-ordinator Youth Development & Foundation Phase (Sunday)

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 – SUNDAYS To ensure the smooth, effective running and safe operation of the Academy games programme on Sunday morning's for the Foundation and Youth Development Phase games programme.
Main Duties:	<p style="text-align: center;">Youth Development Phase & Foundation Phase games (Sunday or relevant day)</p> <ol style="list-style-type: none"> 1. Arrive 90 minutes before kick-off so that you have an adequate period of time to open up the 'walk through' pedestrian access gate to St Lawrence Academy, school reception area, the changing rooms and gates to the field before parents/players/staff start to arrive. 2. Be visible – wear Match Day Coordinators fluorescent jacket if available. 3. Allocate changing rooms to the home and away teams and referees and ensure that signs are put on the changing room doors. 4. Put 4 corner flags in each of the home changing rooms. 5. Ensure the gate to the pitches is unlocked at least 1 hour before kick-off. 6. Unlock the emergency services access gate to the pitches at least 1 hour before kick-off. 7. Unlock the goals and secure chains and padlocks to the boundary fence. 8. 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. 9. 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. 10. Provide the opposition staff with a hot drink (and any EFL representatives) from the academy office. 11. Ensure that all visiting talent scouts from other clubs show their identification badge and sign the attendance register. 12. 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. 13. 30 minutes before kick-off, - once players and staff have vacated the changing rooms to go to the pitches, for security reasons, ensure that all changing rooms are locked. 14. Ensure the Academy office is locked. 15. If parents need toilets direct them to the school canteen where male and female toilets are available. 16. Just prior to full time - return to the reception area and unlock the changing rooms once the away teams start to return from the games, then go to unlock the home team changing rooms. 17. Remind the coaching staff that they are responsible for ensuring that their changing room is left in a clean and tidy condition once they have finished changing. 18. 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 on duty and take photographs as evidence. 19. Ensure that no SUFC match day kit is left in the changing room. 20. Lock the door to the home changing rooms when all are empty. 21. Check away changing rooms and when empty, set the sports hall alarm and then put the roller shutter door down and lock it.

	<p>22. Check that all cars have left the car park and then lock the external school main gates.</p> <p>23. Report any issues to the Phase Lead Coach/Head of Coaching.</p>
Liaise with:	<ol style="list-style-type: none"> 1. Phase Lead Coaches 2. Home & Away Team Coaches 7 Medical staff 3. Parents and players 4. Physio 5. Referees 6. External agencies such as EFL/FA/ Scouts from other clubs

GENERAL INFORMATION

The Employee must at all times carry out his/her responsibilities with due regard to the Scunthorpe United Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

I have read and understand the job description and will adhere to it at all times.

Print Name.....

Sign Name.....

Date.....

Academy Manager: **Tony Daws**.....

Sign Name

Date.....