

Job Description



Academy Match Day Co-ordinator	
Responsible to	Academy Manager
Report to:	On match days report to the Academy Manager, Phase Lead Coach and or the Head of Academy Coaching
Purpose of the role	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>Professional Development Phase games (Saturday or appropriate day/time)</p> <ol style="list-style-type: none"> 1. Be visible – wear Match Day Co-ordinators fluorescent jacket if available. 2. Arrive promptly at the home venue 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 means of a sign on the door 3. Ensure that goals and goal-netting are correctly and safely secured identifying if there are any safety issues or concerns 4. Ensure that corner flags are in position before the game 5. Rope off/ secure the touchline/area behind the coaches so that spectators are not able to encroach around the coaches technical areas and subs bench thus allowing the coaches to work in privacy and without interruptions 6. Put up the relevant signs directing spectators to the designated viewing area (opposite touchline to the coaches) in line with the Football Association's Code of Conduct and best practice 7. Put up signs directing spectators to the spectators toilets which for child protection reasons cannot be the same toilets as the ones that the players will be using 8. Ensure that the match officials changing room is clearly identified by means of a sign on the door 9. Meet staff and players from both teams and direct them to their changing room 10. Meet and greet the match officials and direct them to their changing room 11. Ensure that all staff (home & away) and match officials are provided with a hot drink on arrival, at half time and after the game has concluded 12. Meet and greet all scouts from other professional football clubs, ensure that they sign the attendance register and direct them to the scout's viewing area 13. Meet and greet any officials from the English Football League, Auditors, FA etc 14. Ensure that no spectators enter the entrance area to the player's changing room, this area access is for players and staff only 15. Lock all changing rooms once the game kicks off to ensure the security of players and staff possessions and open again for half time. Do the same for the second half. 16. Once the game has finished and the players and staff have left the changing rooms, ensure that the changing rooms are swept clean and all mud, litter bottles etc are put in the bin. 17. Ensure all changing room windows are closed and that the doors are locked. 18. Ensure that the external access to the changing rooms in also locked. 19. Take all signs down.

Youth Development Phase & Foundation Phase games (Sunday or appropriate day/time)

1. Be visible – wear Match Day Co-Coordinator's fluorescent jacket if available.
2. Arrive promptly so that you have an adequate period of time to open up the 'walk through' pedestrian gate to St Lawrence Academy, sports hall reception area, the changing rooms and gates to the field before parents/players/staff start to arrive.
3. 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.
4. Allocate changing rooms to the teams and referees and ensure that signs are put on the changing room doors to indicate allocated rooms.
5. Put 4 corner flags in each of the home changing rooms.
6. Ensure the gate to the pitches is unlocked at least 1 hour before kick-off.
7. Unlock the emergency services access gates at least 1 hour before kick-off.
8. Unlock the goals and fix chains and padlocks to the fence.
9. Stand in the sports hall reception area and meet and greet the opposition staff on arrival from the car park and show them to their changing room.
10. Inform opposition coaches that they are fully responsible for the safety of their players and as such must escort their players across Doncaster Rd to the pitches.
11. Provide the opposition staff with a hot drink (and any FA/EFL representatives).
12. Ensure that all visiting talent scouts from other clubs sign in the attendance register.
13. 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.
14. Lock all changing rooms once players have gone across to the pitches.
15. If parents need toilets direct them to the school canteen where male and female toilets are available.
16. An hour after kick off, return to the sports hall reception area and unlock the changing rooms once the teams start to return from the games.
17. Remind the coaching staff that they are responsible for ensuring that their changing room is left in a clean and tidy condition.
18. When the players and staff start to leave, quickly check that the changing rooms have been swept clean and are clear of any mud, litter or drinks bottles. Report any issues to Phase Lead Coach or the Head of Coaching.
19. Ensure that no SUFC match day kit is left in the changing room.
20. Lock the internal doors to the changing rooms.
21. Lock the external door to the changing rooms.
22. Put the roller shutter door down and lock at entrance to sports hall reception.
23. Lock the external school main gates.
24. Report any issues to the Phase Lead Coach/Head of Coaching.

Liaise with:

1. Phase Lead Coaches & Head of Coaching
2. Home & Away Team Coaches
3. Parents and players
4. Physio
5. Referees
6. External agencies such as EFL/FA/ Scouts from other clubs