



## GROUNDS CONVENOR

**STATUS:** OFFICE BEARER (VOTING RIGHTS)

**QUALIFICATIONS:** Essential  
Good People Skills  
Good Organisational Skills

Beneficial  
Been a member of the Grounds Committee

### DUTIES AS LISTED IN BY LAWS:

*“Submit a written report to the Executive Committee for distribution to Delegates and Club Secretaries and publication on the Association Web Site prior to every Executive Committee Meeting, Special General Meeting and Annual General Meeting.*

*The Duties of the Grounds Convenor of the Association are:*

- (i) Supervise ground officials as required.*
- (ii) Be responsible for distribution and collection of score sheets.*
- (iii) Maintain working order of items within the grounds.*
- (iv) Be responsible for security of netball amenities building.*
- (v) Have overall responsibility for the Paid Ground Staff.”*

### RESPONSIBILITIES RE ABOVE DUTIES:

Maintain supervision of the Parking Attendant, Canteen Supervisor and BBQ Supervisor.

Supervise and ensure the Car Park Attendant has set up the Car Park appropriately.

Ensure that the Canteen Supervisor has everything set up ready for the canteen prior to play.

Ensure that the BBQ Supervisor has everything set up ready for the BBQ prior to play.

Weekly arrange authorisation of payment by a responsible person in liaison with the Treasurer to the Parking Attendant, Canteen Supervisor and BBQ Supervisor.

Authorise payments to the physio, confirming that the physio has been on site when invoiced.

Produce a roster for volunteers from each club to assist in the smooth running of the competition throughout the season.

Contact the clubs and obtain a list of name and times to ensure that the clubs are providing enough volunteers when required.

Liaise with Accounts and/or the Treasurer regarding fines which may need to be applied to clubs for non-attendance of Duty as appropriate.

When required arrange for the timer to be changed for grading, gala days, grand finals and any other day as necessary.

Ensure that the complex is open early enough on playing days and supervise the volunteers to ensure post pads, banners, signposts, physio equipment, other tents and equipment as required and when necessary NetSetGo! rings are correctly put up and any other activities required before the games are due to start.

Ensure that score sheets have been delivered by the Fixtures Convenor so that they are available for collection by the teams prior to the commencement of the games.

Ensure that everything required to maintain the smooth running of the games is in working order throughout the entire day.

Ensure that all the equipment has been locked away, the grounds are clean of rubbish, the fixed bins have been emptied, and the wheelie bins have been locked away at the end of play.

Ensure the Amenities block is secured, and the alarm turned on and security is maintained throughout the entire year. Lock up responsibilities may be delegated to another key holder.

Contact the Association Secretary with respect of any break-ins or other security breaches that may occur throughout the season.

Contact the Ku-Ring-Gai Council liaison officer to report any damage etc to Council as required.

Prepare a contact list of Club Representatives for your area and ensure copies are supplied to all members of the Grounds Committee.

Office Bearers are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution.

## **OTHER RESPONSIBILITIES:**

Submit a written report to the Executive Committee for distribution to Delegates and Club Secretaries and publication on the Association Web Site prior to every Executive Committee Meeting, Special General Meeting and Annual General Meeting

Be available to provide or arrange access to the grounds for various functions set down during the year if necessary

Arrange with the Canteen Supervisor or BBQ Supervisor, as appropriate, to provide lunch to the workers within the complex.

Report to the Association Secretary with respect to any matters connected to the Amenities Block or the courts including the cleaning of the inside toilets to ensure they are clean and in working order throughout the year

Ensure sufficient Photocopy paper, cleaning supplies and anything else needed are always kept in the Amenities Block.

Ensure there is sufficient supply of all stock, with the exception of umpiring supplies, to be sold at the complex.

Order BBQ supplies as required.

Maintain the defibrillator in working order, replacing the pads and battery when required.

Ensure all equipment is maintained in safe working order.

Liaise and assist the Treasurer in preparing a budget to include all costs related to the smooth running of the complex and courts.

Ensure that the Game Day Safety requirements are carried out and the Check List is signed by the Ground's Convenor or a designated person. Once the form is signed ensure it is put in the file provided and kept at the complex throughout the season.

At the start of the year, organise a working bee to clean the complex before the start of the season.

Arrange for car park passes to be provided to whomever requires reserved parking, as determined by the Executive Committee.

Be available as needed to perform all duties as outlined in the Grounds Committee Member Job Description.

*Any other duties that may be required or requested by the Executive during the year.*