



## GROUNDS COMMITTEE

**STATUS:** COMMITTEE MEMBER

**QUALIFICATIONS:** Essential  
Good People Skills  
Pleasant Manner

*"The Grounds Committee shall consist of a minimum of six (6) members including the Grounds Convenor and an assistant."*

### **DUTIES AS LISTED IN BY LAWS:**

*"The Duties of a Grounds Committee Member of the Association are:*

- (i) The preparation of complex for competition as set out in Ground's Committee duty list.*
- (ii) The security of Netball complex at completion of each day's competition.*
- (iii) To draw up a ground duty roster for the season and provide details to the Fixture Convenor, Web, Clubs and Web Manager."*

### **RESPONSIBILITIES RE ABOVE DUTIES:**

When rostered on duty early on playing days, assist the Grounds Convenor in:

- (i) Preparing the courts, car parking, sound system and any other requirements are up and running prior to commencement of games on all competition days.
- (ii) Ensuring that everything required to maintain smooth running of the games is in working order throughout the entire day.
- (iii) Ensure the score sheets are ready for distribution together with any other information that needs to be handed out during the season.
- (iv) Ensure all score sheets have been returned and completed correctly after each time slot and once checked passed onto the appropriate Registrar for recording.

When rostered on at the end of competition days, assist the Grounds Convenor in:

- (i) Ensuring that all equipment has been brought back and stored in the appropriate place
- (ii) Ensuring both the grounds and the complex have been cleared of all rubbish and the complex has been cleaned before closing the complex
- (iii) Ensuring the day's takings have been counted (by two nominated people) and given to the designated person for recording and banking.
- (iv) Ensuring the Amenities block is secured the alarm turned on before leaving the courts after all games have been completed.

Assist the Ground Convenor in any other way to ensure the smooth running of the games.

#### **OTHER RESPONSIBILITIES:**

Prior to the commencement of the season assist the Ground Convenor in cleaning the complex to ensure a safe clean environment.

If requested assist the Ground Convenor in providing access to the grounds for various functions set down during the year.

If requested assist the Ground Convenor and the Special Events Committee in providing refreshments in the complex as requested throughout the season.

Bring any matters arising from the condition and running of the complex to the attention of the Ground Convenor that you feel action needs to be taken.

Assist the Ground Convenor, the Administration Manager, and the designated Executive representative in checking that any patches needed for presentation to players including NetSetGo! have been ordered and they have been divided and ready as and when requested.

Assist the Ground Convenor, the Administration Manager, and the designated Executive representative in checking the trophies once they are delivered to the grounds are all present and correct. Divide trophies into categories ready for Grand Final Day.

Set up the presentation area and be available to assist in ensuring everything is ready prior to each presentation on Grand Final Day

Also assist with the presentation of trophies to players, umpires etc as and when required.

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