



# VOLUNTEER POSITION DESCRIPTIONS

## GROUND MANAGER

### **Responsibilities**

The Ground Manager is in control of all off-field areas at a venue while games are in process. They should be visible, alert and aware of any activity at the ground while games are in play and should do everything possible to ensure the wellbeing and safety of players, officials and spectators at the ground. They should have a good working knowledge of the rules as they apply at a League and State level and ensure the application of those rules. The Ground Manager should be a person of maturity and be aged 18 years or over.

### **Duties**

#### Prior to Games Commencing

- » Check that the playing area is in a suitable condition
- » Check you have three working game timers and a suitable siren / bell
- » Ensure the playing area is roped / fenced off appropriately
- » Ensure you have appropriate keys for ambulance access to the playing area
- » Make sure you are wearing your Ground Managers vest and are visible to all parties at your ground

#### Before Each Game

- » Introduce yourself to the visiting team, referees and touch judges
- » Ensure that there are appropriately accredited sports trainer/s in attendance as per the NRL On-Field Policy
- » Ensure all players have correct player identification and that players are signed on 15 minutes prior to kick off
- » Ensure team staff have correct identification and are listed on the sign on sheet and signed on before the game starts
- » Ensure the game starts on time

#### During Play

- » Ensure that coaches are quiet while sitting at the players bench and are abiding by the NRL National Code of Conduct
- » Ensure that sports trainers are following the NRL On-Field Policy
- » Ensure players are being interchanged correctly
- » Ensure all replacement players sign on before they take the field
- » Ensure that spectators are behaving appropriately and following the NRL National Code of Conduct
- » Take any reports from the Referee with regards to breaches of the rules
- » Manage players that are sin-binned or sent off during play



- » Ensure that any player that is removed from the field of play with a suspected Head Injury / Concussion is not allowed to retake the field and is marked on the sign on sheet with HIA

#### After Each Game

- » Make sure the Referee signs the sign on sheet
- » Ensure that all sign on sheets have been completed appropriately
- » Ask each Team Manager to take a photo of their respective sign on sheet
- » Collect sign on sheets and place in a safe place for submission to the League
- » Reset all clocks for the following match
- » All benches and tables should be left clean and ready for the next game

#### Reporting

- » Submit any reports for unsportsmanlike behavior to your League / NSWRL
- » Report any breaches of the NRL National Code of Conduct to your local League / NSWRL
- » Follow NSWRL Critical Incident flowchart in the event of any critical incidents at your Club's venue during any game day setting

#### **Notes**

Ground Managers can undertake training through their NSWRL League and Club Support Coordinator in each pre-season.

Please contact NSWRL for more information and dates for training and education sessions.