

FFA FUTSAL NATIONAL CHAMPIONSHIPS 2010

VENUE STAFF APPOINTMENTS AND RESPONSIBILITIES

MAIN RESPONSIBILITIES

EVENT STAFF

- Wear staff shirt to be easily identified.
- Understand and implement running order for event
- Be receptive to reasonable directions from Championship staff

VENUE MANAGERS

- Wear staff shirt to be easily identified.
- Carry out regular venue inspections to ensure playing and spectator areas are of the highest standard.
- Carry out regular OH&S inspections.
- Have an understanding of venue evacuation procedures in case of an emergency.
- Record injuries. Player injuries that occur during an official game must be recorded on the back of the official match sheet and be signed off by the referee of the match.
- Enforce playing regulations (attached) as needed throughout the championships.
- Ensure match sheets are completed at least 20 minutes before each game. FFA numbers are required, as are shirt numbers.
- Ensure match sheets are returned to venue management headquarters at the end of each game. Referees must sign the match sheet, together with the managers of both teams and scorer. Referees are required to return the match cards after their games.
- Ensure MVP points are recorded on match sheet by coaches (or team official) after each game.
- Maintain a record of yellow and red cards, imposing suspensions as per playing regulations and judiciary procedure.
- Send complete match sheets every three hours to results update station. Send via fax to 6260 4999 or email to futsaladmin@capitalfootball.com.au
- Maintain result tables at all venues.
- Liaise with judiciary chairman, regarding the coordination of hearings and appeals.
- Ensure opening ceremony and finals day run as per running sheets; individual responsibilities explained in these running sheets.
- Responsible for alternate gear for ACT teams. This gear will need to be washed at night ready for next day's play.

ADMINISTRATION

- Update results into spreadsheet.
- Upload onto website at least every 3 hours.
- Results must also include goal scorers and disciplinary cards (do not make MVP points public – keep separate spreadsheet for this data).
- Result updaters must liaise with finals day venue managers to ensure tournament MVP and top goal scorer awards are correctly issued.

STAFF CONDITIONS

- For every six hours of work, a ½ hour unpaid break must take place (with no stretch longer than four hours).
- Payment of \$17 per hour of allocated hours.
- We provide a identifiable polo top as uniform (to be returned before payment takes place)
- Lunch is not supplied
- A reimburse for laundry if ACT alternate strips or bibs are required to be washed over night (\$10- per load).