



Manly Rugby Football Club Role Description – Game Day Manager

Reports to: General Manager

The MRFC Game Day Manager (GDM) is responsible for all non-rugby aspects of the Club during Home Matches. Working directly with and reporting to the General Manager, the Game Day Manager is responsible for:

- Overseeing pre, post and game day operations.
- Liaising with the General Manager and other stakeholders in relation to the planning and execution of any match day initiatives such as Ladies Day, Juniors Day, Ex-players Day
- Food and Beverage operations, stock take, replenishment, and sales for game day.
- Staff scheduling and liaison with match day volunteers to assist in execution of game day.
- Game Day revenue, collection and banking (in liaison with the General Manager and Finance Manager).

Responsibilities

Match Day (incl. Grade, Colts, Mermaids Match Day)

(a) Inclusive of a minimum of 9 home games (Grade), qualifying and semi-finals. Match day duties excludes grand final and any Manly Rugby match outside of Shute Shield that is not played at Manly Oval or Keirle Park.
(b) From time-to-time Colts and Mermaids may play at the oval and will need to be supported in the same fashion as the Grade home games, although more than likely on a smaller scale.
(c) Preside over the undertaking of all the pre- match day, match day and post-match day tasks associated with delivering the match day function, as suggested in the attached current pre match day, match day and post-match day task lists.
(d) Create strategy and initiatives for the execution of a great match day experience for players, families, supporters and community.
(e) Liaise with General Manager in relation to sponsorship requirements.
(f) Deliver match day initiatives such as Ladies Day, Juniors Day, Ex-players day in liaison with General Manager and working groups.
(g) Manage the match day set-up team.
(h) Organise, train (if required) and manage volunteers, casual staff and security.
(i) RSA compliance.
(j) Liaise with Finance Manager to ensure correct floats are ordered for the day
(k) Ensure all Eftpos machines are charged and functioning.
(l) Liaise with council for any field requirements prior to game day.
(m) Order in all food and beverage stock the prior to a game day.
(n) Arrange for the canteen and bars to be stocked.



(o) Liaise and maintain relationships with suppliers.
(p) Responsible for paying staff members at the end of their shift (in conjunction with GM).
(q) Manage any women's rugby game played at a Shute Shield round.
(r) Organise all game day initiatives such as junior teams to run out with First Grade.
(s) At the conclusion of a match day, check everything is packed away, all locks are locked.
(t) Liaise with the GM and Finance Manager to collect and secure all revenue from

Remuneration – Part Time, contract

\$15,000 per season – paid over 5 months April – August inclusive.

2024 Home Match Schedule (Home team stated first)

Note 1: Colts often play at home on Saturday when grade games are away or on Friday evenings

Note 2: Mermaids Jack Scott Cup draw yet to be released

<i>Round One - 6 April 2024</i>	<i>EASTWOOD v MANLY</i>
<i>Round Two - 13 April 2024</i>	<i>SYDNEY UNIVERSITY v MANLY</i>
<i>Round Three - 20 April 2024</i>	<i>MANLY v WEST HARBOUR</i>
<i>Round Four - 27 April 2024</i>	<i>WARRINGAH v MANLY</i>
<i>Round Five - 4 May 2024</i>	<i>MANLY v GORDON</i>
<i>Round Six - 11 May 2024</i>	<i>SOUTHERN DISTRICTS v MANLY</i>
<i>Round Seven - 18 May 2024</i>	<i>MANLY v TWO BLUES</i>
<i>Round Eight - 25 May 2024</i>	<i>MANLY v RANDWICK</i>
<i>Round Nine - 1 June 2024</i>	<i>NORTHERN SUBURBS v MANLY</i>
<i>Round Ten - 15 June 2024</i>	<i>EASTS v MANLY</i>
<i>Round Eleven - 22 June 2024</i>	<i>MANLY v WILDFIRES</i>
<i>Round Twelve - 29 June 2024</i>	<i>GORDON v MANLY</i>
<i>Round Thirteen - 6 July 2024</i>	<i>MANLY v WARRINGAH</i>
<i>Round Fourteen - 13 July 2024</i>	<i>MANLY v SOUTHERN DISTRICTS</i>
<i>Round Fifteen - 20 July 2024</i>	<i>TWO BLUES v MANLY</i>
<i>Round Sixteen - 27 July 2024</i>	<i>MANLY v SYDNEY UNIVERSITY</i>
<i>Round Seventeen - 3 August 2024</i>	<i>WILDFIRES v MANLY</i>
<i>Round Eighteen - 10 August 2024</i>	<i>MANLY v NORTHERN SUBURBS</i>
<i>Home Semi-Finals - TBA</i>	



Attachment - MRFC GDM Current Outline of Specific Game Day TASKS

Tasks to be done Prior to Game Day

When

Order beer from CUB via Mounties (and then be on hand for delivery at Manly Oval on ???)	4-5 days before
Order beer from Bucketty's (and be on hand for delivery at Manly Oval on ???)	4-5 days before
Order wine from Bayfields (and then transport to Manly Oval)	4-5 days before
Order soft drinks from Coca Cola (and then be on hand for delivery at Manly Oval)	4-5 days before
Order canteen & BBQ supplies and bottled water from J B Metro (and then be on hand for delivery at Manly Oval on ???)	4-5 days before
Order plastic wine glasses from Kent Paper (and then transport to Manly Oval)	5 days before
Tentatively order 1883 Club catering from Brazilian Barbecue Catering	5 days before
Finalise order 1883 Club catering from Brazilian Barbecue Catering	2 days before
Order sausages & sliced onions from Devitt Meats (and then be on hand for delivery at Manly Oval on Friday)	2-3 days before
Order ice, sliced cheese, burger boxes from Manly Freezers (and then be on hand for delivery at Manly Oval on Friday)	3 days before
Order security staff from Red Dawn	3 days before
Order wagyu beef patties from Richards Meats (and collect from shop at Balgowlah on Friday)	2 days before
<u>For Warringah Rats Day Only</u> - Check with Manly Bowlo that we can store canned beer and seltzer in their cool room	5 days before
Check all dressing rooms for cleanliness and supplies	5 days before
Check Referee room for cleanliness and supplies	5 days before
Check canteen for cleanliness and supplies	5 days before
Check BBQ equipment & utensils for cleanliness	5 days before
Check gas bottle & spare for full or empty	5 days before



Check BBQ consumables for cleanliness and re-order quantities	5 days before
Check grandstand area for cleanliness	5 days before
Check length of grass in front of dressing rooms and under the pine trees	5 days before
Check delivery date of gear from Kennards Hire	5 days before
Advise portaloos locations to Kennards Hire	5 days before
Stock mobile cool room	1 day before
Stock fridge in 1883 Club	2 days before
Stock fridge in canteen	2 days before
Stock main bar fridge	2 days before
Check all bathrooms for cleanliness and supplies	1-2 days before
Purchase lettuces and tomatoes from supermarket	1 day before
Cut and pack all lettuces and tomatoes and bring to Manly Oval	am on game day
Communicate with Game Day Staff in order to compile staff roster	9 days before
Send Staff Roster to Tracey	2 days before

Tasks to be done on Game Day

Before Matches begin

Check that all ground dressing equipment is in position

Apply combination chain locks to

- 1 x lower external pedestrian gate on Sydney Rd hill (black plastic, code = 1883)
- 1 x upper external pedestrian gate on Sydney Rd hill (orange canvas, code = 00999)
- 1 x internal pedestrian gate from Gilbert Park to Manly Oval (black plastic, code = 1883)
- 1 x external vehicle gate on Raglan St hill (orange canvas, code = 01883)

Erect BBQ tent in front of bowling green, very near to downstairs dressing rooms

Position BBQ & gas bottle & 3 x trestle tables under the BBQ tent

Deliver sliced lettuce & tomatoes to BBQ tent

Position tents at each pop-up bars

Position mobile server bars, trestle tables and plastic ice tubs at each pop-up bar



Position trestle table & chairs at Sydney Rd entrance gate

Position trestle table & chairs at Raglan St entrance gate

During matches

Be available at canteen to hand out EFTPOS terminals for each pop-up bar

Ensure security guards are actively patrolling the ground and enforcing good crowd behaviour

Hand out 1 x free drink voucher + 1 x free food voucher to each security guard individually

Check in occasionally with all pop-up bars to ensure they have adequate stock quantities and ice

Speak to canteen staff to remind them to give free food and drinks to all referees

Speak to all referees to advise them to go to canteen for free food and free drinks

Check all pop-up bars have "Over 18" signs on display

After matches finish

Be available at canteen to receive EFTPOS terminals back from each pop up bar

Be available at canteen to hand pay envelope to each staff member

Remove combination locks from:-

1 x lower external pedestrian gate on Sydney Rd hill (black plastic, code = 1883)

1 x upper external pedestrian gate on Sydney Rd hill (orange canvas, code = 00999)

1 x internal pedestrian gate from Gilbert Park to Manly Oval (black plastic, code = 1883)

1 x external vehicle gate on Raglan St hill (orange canvas, code = 01883)

Remove all unused stock from portable cool room and transfer to main bar fridge

Oversee the packing away all ground dressing equipment

Oversee the packing away of all netting from external fencing

Oversee the pack away of all temporary signs located inside Manly Oval

Oversee the packing away of all BBQ equipment

Oversee the packing away of all tents & plastic ice tubs from pop up bars and BBQ

Oversee the packing away of all mobile server bars & trestle tables from all pop-up bars & BBQ



Check for any lost property in all 5 dressing rooms

Check to ensure all 5 dressing rooms have been left clean & tidy

Tasks to be done After Game Day

Count cash takings with Tracey on Monday am

Review how smoothly (or otherwise) the game day went operationally – any stuff ups, etc

Review suitability of the purchasing quantities for ALL items

- Did we run out ? OR Did we have too much ? OR Is any product just not selling well ?

Plan any improvements emanating from the review above

Count all items in canteen and BBQ box and record on Consumables 2023 Excel file

Count all items in Main Bar and record on Consumables 2023 Excel file

Count all items in 1883 Club and record on Consumables 2023 Excel file

Check on quantity of bagged ice remaining

Contact Kennard to arrange day & time for collection of hired game day gear

1883 Club

When

Ring all sponsors & remind them of approaching Game Day

5 days before

Ask all sponsors how many attendees they expect for their group

5 days before

Update 1883 Attendance spreadsheet based on the responses you get
from the above phone calls

3 days before

Finalise order with Brazilian Barbecue Catering based on:-

(a) latest weather forecast and (b) responses from the above phone calls

2 days before

Print 1883 Attendance spreadsheet

1 day before

Position tables, chairs, tall tables, stools + bins around 1883 Club room before match

am

Deliver printed 1883 Attendance spreadsheet + folder + pen to

staff member on Entrance Door of 1883

1.00 pm

Provide “problem solving” assistance to bar staff & entrance door staff

1.00 – 5.00 pm

Check to ensure “Over 18” signs are on display

1.00 pm

Pack away tables, chairs, tall tables, stools & bins after the match

5.00 pm



Check to ensure kitchen & bar area has been packed away & left neat & tidy

5.00 pm

Check to ensure dishwasher has been loaded & turned on

5.00 pm