

ARENA COORDINATOR ROLE DESCRIPTION

Role Objective: Supervise the designated venue and ensure the day runs smoothly. Address any situations that may arise throughout the tournament. Set up and pack down venue accordingly.

- **Correct uniform must be worn at all times**–VSA Branded shirt or jumper and professional looking pants with enclosed footwear.
- Ensure courts, team benches and viewing areas are **fully set up** by competition starting time– Includes correct net heights, scoresheets set out. Teams should always arrive to the venue to find it fully set up.
- **Scoresheets & Rotation Slips** are at each court including rules and how to score documents.
- **Ensure duties** are performed correctly and professionally.
- **Address any issues as per the rules and regulations**–Including enforcing rules, forfeits and answering questions – if you need help with this contact the referee delegate/tournament director.
- Ensure each scoresheet has been **correctly totalled and a winner declared**. Enter the results as per the “How to enter scores”.
- **Administer First aid up to your level of training or call emergency services if required**– Arena coordinators **must** hold current basic first and CPR certification, and a Current Working with Children Check.
- Ensure report forms are filled out correctly and all incidents are documented. This has to be done as **soon** as possible.
- **Relay any major issues or complaints back to the Tournament Director at VSA**
- **Ensure pack up is completed correctly and in a timely manner**– Venue is clean, lights and air-conditioning are turned off and venue is locked (where required).
- **Any other roles delegated by Volleyball SA throughout the tournament.**

Please remember you are the face of the competition and working for VSA. Remain professional, on task and ensure protocols are followed for the duration of your shift. Please communicate any problems to the Tournament Director.