



# POSITION DESCRIPTION AND DUTIES

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## GAME DAY COORDINATOR:

The powers and duties of the game day coordinator shall be to:

- Attend and coordinate all games or jamborees hosted at the association's home location
- Ensure the league schedule of games are executed as scheduled and relatively on time.
- Organize and schedule referees for games.
- Organize and schedule volunteers/referees for field setup and tear down.
- Organize and schedule field monitors
- Coordinate the collection of game results, scores, field reports, and incidents. These shall be reported to the Executive Board at the completion of the day.
- Coordinate their replacement for daily tasks, on a case by case basis, if they are unable to realistically fulfill them, with prior approval of their replacement from the Vice President.

In the event that this position remains unfilled, the duties of this position shall be divided up by the Executive Board members and overseen by the Vice President.

*This position is a member of the Board of Directors with full voting member rights.*