



Ontario Women's Field Lacrosse

JOB DESCRIPTION

Title: **2017 OWFL Game Day Student Employee**

Reports to: **Director of Game Day Operations and Director of Finance**

Position Summary

Responsible for attending each hosting site during the summer OWFL season (May 21 – August 7, 2016), conducting field oversight and website updates.

Compensation \$250 per full day employed (including mileage & any accommodation).

Job Qualifications:

- Working knowledge of word processing, desktop publishing, database management, and spreadsheet applications
- Familiarity with website functionality
- Must provide and operate a vehicle (van/truck) to transport equipment and materials needed
- Able to manage travel to arrive promptly. Hosting sites are spread across Southern Ontario (i.e. Orillia, Oakville, Kitchener Waterloo, Owen Sound, Kawartha)
- Understand women's lacrosse game & rules
- Ability to communicate with and gain confidence of coaches, umpires, and parents
- Excellent interpersonal, oral, and written communication skills
- Highly organized and ability to work independently
- Our employee cannot coach, umpire or play on the weekend that they are working as they are required to be available for umpires / coaches / officials before and after every game along with inputting results and statistics into the laptop after every game.

Job Information

1) As the league has expanded so too have the number of game days and venues, as such the job will be split between two applicants. We currently have 26 days that require an employee. Days of employment will be agreed in conjunction with the Director of Game Day Operations.

2) Pay: \$250 per day will be paid within 14 days of each completed day either in cash or directly into your bank account. This amount takes into account mileage / accommodation / food and no further allowances will be made. Payment will be made once all duties have been completed including financial reconciliation, online stat updates etc. Online stats updates must be completed by Monday night. There is enough time during the day (Saturday and Sunday) to keep the site updated in a timely fashion.

3) Each employee must have access to a vehicle and be able to transport a tent (5 x 2ft) and several boxes for each table, along with flags and other game day equipment.

4) For provincials, employees are required to make Bristol-board displays for pool play, game points

and scores, to be displayed at the fields. Ask Game Day Director for some direction on this.

OWFL 2016 Game Day Student Employee Duties

Supplies that have been provided:

1. 1 tent (possibly 2) with weights
2. 1 box of game sheets
3. 6 game boxes, each box has one score flip chart, one electronic scorer, one ball, one pair of scissors, one box of band aids, one first aid kit, five pens, one clipboard, one bag of zip ties, one roll of twine, one roll of tape.
4. 6-8 field flags

Pre Game Duties:

1. Ensure you are about 45-60 min earlier than the first game.
2. Ensure the tent is set up to **sign in** officials before they start they're games.
3. Have an updated schedule printed and placed in laminated folder.
4. Have an updated umpire schedule printed and place in laminated folder.
5. Ensure each field has a game box, with game sheets pre-filled out. (see attached example)
6. Ensure that all electronic score clocks have been fully charged using rechargeable batteries and work.

Game Duties:

1. Ensure that all game sheets have been collected after each game. Tally the scores in a document so when all division games are done for the day (ie u19 by 2:30pm) the scores are sent to the Game Day Director immediately for mylaxranking updates. Update the excel database with the game roster and **player goals/assists** as you can (all game stats must be entered by the end of Monday night – the day after the weekend finishes) and sent to Director of Game Day Operations.

Post Game Duties:

1. Once games have been completed, ensure all supplies have been collected. Ensure that each box has correct amount of supplies. Report to Director of Game Day Operations of any missing supplies via email.
2. Ensure that officials are signing out.
3. Pack up all supplies and ensure everything is accounted for before leaving.
4. Send email of departure time to Director of Game Day Operations.
5. Scan and email all game sheets for the weekend to Director of Game Day Operations. This can be done on Tuesdays (once all stats are entered).
6. Mail the actual game sheets to Director of Game Day Operations once all stats are entered (should be put in mail Wednesday morning).
7. Check mylaxrankings to ensure the scores you tallied match what is on the site. Also, check to make sure you entered all stats into the excel database.

Apply by sending your resume and cover letter to **Jillian Dixon**

gamedayoperations@owfl.org by **March 17th 2017**