



Gate Keeper

Objective

- To provide the service of collecting gate fees on behalf of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Be in attendance at the ground at the time set down by the Committee.
- Collect change and money bags / trays from the Treasurer.
- Admit members who show a current Club membership ticket and for those with an appropriate guest pass.
- Ensure all entrance fees are collected from all people entering the ground in accordance with the charges and directions of the Club and League.
- Pick records up from the supplier for home games and arrange distribution to those entering the ground.
- Remain in attendance at the gate/s to the time agreed upon with the Committee.
- Return all monies collected to the Treasurer.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Relationships

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with official Club suppliers & other key stakeholders

Accountability

- Accountable to the Club Executive & Committee
- Provide a report on portfolio operations to the monthly Committee meeting

- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action