

# POSITION DESCRIPTION

## Football Operations Coordinator



### Executive Role

Decision making, overseeing and long term focus level of the committee.

### Objectives

- To oversee football related matters across the club.
- To provide leadership and support to all netball coaches, players, training staff and volunteers.
- To provide support to the president of the club, and to the executive and non-executive committee members to ensure the efficient operation of the club.

### Responsibilities

- To be the primary club contact for football related matters.
- Ensure the effective and efficient running of all football operations so that competition performance is maximised at all levels.
- Oversee and manage recruitment of all coaches and players in line with league points systems, salary caps, club policies and ensure all contracts are formalised and documented.
- Ensure all football personnel including coaches, training staff, team managers, runners and club umpires are suitably qualified and are carrying out their duties as required.
- In consultation with the football department, plan for and implement programs for the continuous improvement of the playing group at all levels.
- Coordinate Umpire escorts on Game Day.
- Undertake regular reviews of all coaching staff and player performances throughout the season.
- Work with the Executive Treasurer and Committee to establish an annual operating budget and manage its ongoing administration.
- In consultation with coaches and team managers, coordinate the use of training facilities including preseason matches and camps, training locations and club facility.
- Work with the player welfare manager to ensure player satisfaction and welfare.
- Work with the Apparel manager to arrange the purchase of all football and support staff apparel.
- Maintain stocks of medical supplies, playing and training equipment.
- Be familiar with the rules and practices of governing bodies and any other body that has governance to give advice to the president and committee as required.
- Attend governing body workshops and forums where required.
- Oversee the management of junior teams.
- Report activities of the Football Operations to the club at the annual general meeting.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or non-executive committee.

### Relationships

- Reports to the president and executive committee.
- Supports all football coaches, players, training staff and volunteers.
- Liaises with the executive and non-executive committee.
- Liaises with and develops relationships with the junior teams and other local senior core business clubs.

### Accountability

- The Football Operations Manager is accountable to the president and the executive committee.
  - Provide a report on any aspect of football operations to the committee when requested.
  - Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.
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