



Job Description

AFL North Coast

Position Title	Competition Operations Manager
Reports To	AFL (NSW/ACT) Regional Manager – Northern NSW



Position: Competition Operations Manager

Overview of Role

The primary function is to ensure the smooth operations of football competitions operating under the auspices of AFL North Coast

Key Relationships

Reports to:

- AFL (NSW/ACT) Regional Manager – Northern NSW
- AFL North Coast Board, through the Chairman

Other Key Relationships:

- AFL North Coast Senior Football Committee
- AFL North Coast Junior Football Committee
- AFL (NSW/ACT) Football Operations Staff
- AFL North Coast Clubs

Job / Task Profile

Key Tasks:

1) Meetings:

- Attendance and minute taking for all meetings of AFL North Coast Board and Senior and Junior committees
- Ensure distribution of papers to all relevant parties at meetings, and afterwards as detailed in AFL North Coast Constitution.
- Prepare and distribute Notices of Motion from Board or Clubs for inclusion in Agendas

2) Weekly Football Record:

- Co-ordinate information for inclusion including Team Sheets and club information.
- Include any items of general interest in conjunction with the Board.
- Arrange for match day preview and review.
- Assist with provision of match day photos.

3) Publicity/Promotion:

- Maintain the AFL North Coast website and ensure content is relevant and up to date
- Foster a close relationship the local media to ensure regular exposure of AFL and related stories.

4) Tribunal:

- Arrange required Tribunal Hearings, including venue booking and notification of Hearings to all relevant parties including umpires, players, clubs and Tribunal Members.
- To advise of Tribunal findings where required.

5) Events:

- Arrange and manage annual Season Launch and Awards functions and any other periodic functions.
- Arrange and manage Final Series matches.

6) Match day visits:

- Regularly attend matches, interface with club officials, take photos, etc.

7) Correspondence:

- Act as primary contact point for all AFL North Coast club enquiries
- Receive all correspondence and table for discussion when required.
- Respond to correspondence when required and as directed by the Board.

8) Finance:

- Preparation of financial reports report in conjunction with appointed Board member (where relevant).
- Preparation of Budgets in conjunction with appointed Board member (where relevant).
- Banking of all monies received and completion of necessary records.
- Payment of accounts as approved by the Committees.
- Preparation of accounts for yearly Audit.

9) Footyweb Registrar:

- Ensuring all clubs are competently using all aspects of Footyweb to register players and resolve issues as they come to hand.
- Co-ordination of Registration/Clearances made by member Clubs.

10) Results, Fixturing and Match Day Paperwork:

- Prepare league fixtures
- Co-ordination and checking of match day results and teamsheets as submitted on-line.
- Assist Clubs with the correct completion of match day paperwork.
- Book and coordinate fixtured grounds and venue

Key Selection Criteria	Mandatory <ul style="list-style-type: none"> ➤ Intermediate level MS Office, professional phone manner, communication skills, ability to prioritise tasks, time management skills ➤ Interest in administration and promoting AFL at all levels ➤ Proven ability to work with volunteer boards and committees
	Desirable <ul style="list-style-type: none"> ➤ Previous office experience ➤ Knowledge of general book keeping principles

Competencies	<ul style="list-style-type: none"> ➤ Planning and Organisation <ul style="list-style-type: none"> • Able to efficiently establish an appropriate course of action to accomplish a goal ➤ Management Control <ul style="list-style-type: none"> • Able to control and maintain processes, people and tasks ➤ Communication Skills <ul style="list-style-type: none"> • Relates easily to others • Willingness to accommodate other's points of view • Able to express ideas clearly in a verbal and written manner • Able to understand verbal and written material ➤ Customer Service <ul style="list-style-type: none"> • Able to identify and provide solutions of high standards aimed at addressing customer needs ➤ Attention to Detail <ul style="list-style-type: none"> • Accomplishes tasks efficiently by considering all areas involved ➤ Adaptability <ul style="list-style-type: none"> • Able to remain effective when faced with changing tasks, responsibilities or people
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