

FERNTREE GULLY FOOTBALL CLUB FOOTBALL OPERATIONS MANAGER ROLE / POSITION DESCRIPTION

(FINAL: Last updated 4 October 2015)

PURPOSE:

To develop a *Football Operations Manager* role description to complement the specific needs of our Ferntree Gully Football Club. (Please refer to original Position Description dated March 2013).

BACKGROUND:

The Ferntree Gully Football Club exists to deliver football programs . we need to consider ways in which Football Operations can be structured and managed.

In asking the question - how effectively do we manage our football operations? . we will be able to identify the roles and functions that are classed as Football Operations; and we will be able to appoint suitable people to manage the operations of the football department.

Any Football (or other) Club cannot expect to achieve success both on and off the field without the effective use of resources, which can only be achieved by appropriate administration that complements the organisation's objectives.

It is important to recognise that professionalism is a quality that voluntary organisations can exhibit, as professionalism is about creating the right environment. A person, who accepts a role, must accept the accompanying responsibilities and the fact that administrators are honorary must not be used as an excuse for sub-standard administration. The better performing clubs are structured professionally in their administration.

PROPOSAL:

AFL Victoria has developed a Football Manager Role description that has been used by the *Ferntree Gully Football Club* as a base adapted to suit our individual club needs.

The role was first officially filled by the club in season 2015. The role was shared between two people with one being identified as the principal manager. The second appointee provided administrative and time management support as the role requires clearly articulated communication.

In season 2016, it is proposed that this team be expanded to include:

- The player contract negotiator(s) – (please refer to position description **TBD**)
- The Team Managers - (please refer to position description **developed**)
- The Property Steward - (please refer to position description **TBD**)
- The Junior Development Co-ordinator - (please refer to position description **developed**)

ROLE DESCRIPTION:

Objective

- To provide support to the Executive and Committee members to ensure the efficient operation of the on-field football department.
- To facilitate communication between the on-field football needs and the Club.
- To provide support to the Senior Coach.

- To co-ordinate all on-field football activities for the Club's teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level.

Responsibilities

- To be the conduit between the Senior Coach and the Club Executive / Committee.

Pre Season

- Coordinate formulation of the Football Operational Plan.
- Together with a member of the Club Executive, formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed.
- Ensure that all contracts fall within the allocated budget and that variations are brought to the Club Treasurer and Finance Sub-Committee prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Together with the Club Secretary, negotiate all clearances and player registrations in accordance with the league rules.

During season

- Coordinate delivery of the Football Operational Plan.
- Provide documentation in consultation with the Treasurer, all player payments and coaching fees.
- Liaise between players, coaches, Club Executive and General Committee.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order . includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

Relationships

- Reports to the Executive . an Executive member will be identified as the portfolio holder to whom the Football Operations Manager will liaise on a day-to-day basis as required.
- Supports the senior coach, match committee, football support staff including team managers, trainers, runners, boundary umpires and time keepers.

Accountability

- The Football Operations Manager is accountable to the Executive.
- The Football Operations Manager shall seek ratification from the Executive and Committee of a football budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget without reference to the Executive. Any variation to the budget must be endorsed by the Executive.
- Provide a report on portfolio operations to the monthly Committee meeting

CONCLUSION:

The original position description was reviewed in August 2015; amendments made; and endorsed at the September 2015 General Committee Meeting.

**Ferntree Gully Football Club
Executive and General Committee
September 2015**