



FOOTBALL OPERATIONS MANAGER (SENIORS)

Goal Statement:

The Football Operations Manager (Seniors) oversees the effective and efficient off field requirements of the senior teams within the club to ensure optimal enjoyment and success for its members.

Objectives:

- Provide strong, efficient and effective leadership to the senior football coaches, players, support staff and volunteers
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities:

- Coordinate and deliver a Football Operational Plan
- Formulate remuneration packages for coaches and on field staff where applicable and ensure contracts are executed (within allocated budget) in collaboration with the Executive
- Develop and maintain an up to date database of all disbursements in collaboration with the Treasurer
- Ensure all equipment is available as required by coaches and / or league and in good working order (match balls, match bags, trainers bags, medical supplies)
- Maintain a close working relationship with the Vice President (seniors)
- Act in the best interests of the Club at League or Delegates Meetings when required to attend
- Uphold and actively promote club values throughout the Club as a whole
- In collaboration with Vice President (Seniors) oversee recruitment of coaches and players according to the policies outlined by the club committee
- Appoint appropriate personnel or ensure they are appointed; team managers, trainers, runners and other team support staff to ensure smooth running on game days
- Ensure all coaches , team managers and support staff are aware of and fulfil their responsibilities and duties to the Club (including team managers game day set up and pack up)
- Provide a report on portfolio operations at the monthly general committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action (including a football budget)
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with associated stakeholders, including but not limited to AFL, VFL, NFNL, Nillumbik Council and Plenty Cricket Club
- This position will liaise with and have regular communication with coaches, team managers, committee members, general members, parents, players and volunteers

Qualifications:

- Working With Children's Check

Accountability:

- The Football Operations Manager (Seniors) is accountable to the Club President and general committee



DCWFC Position Description

Committee Member Name: _____

Committee Member Signature: _____ **Date:** _____